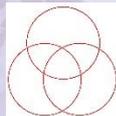


Catersource + The Special Event™

How to Poka-Yoke (ポカヨケ), "Mistake Proofing" Packing for Off Premise Events!

February 25, 2025
Ft. Lauderdale, FL

Roy Porter
Activities Director
Engage Works





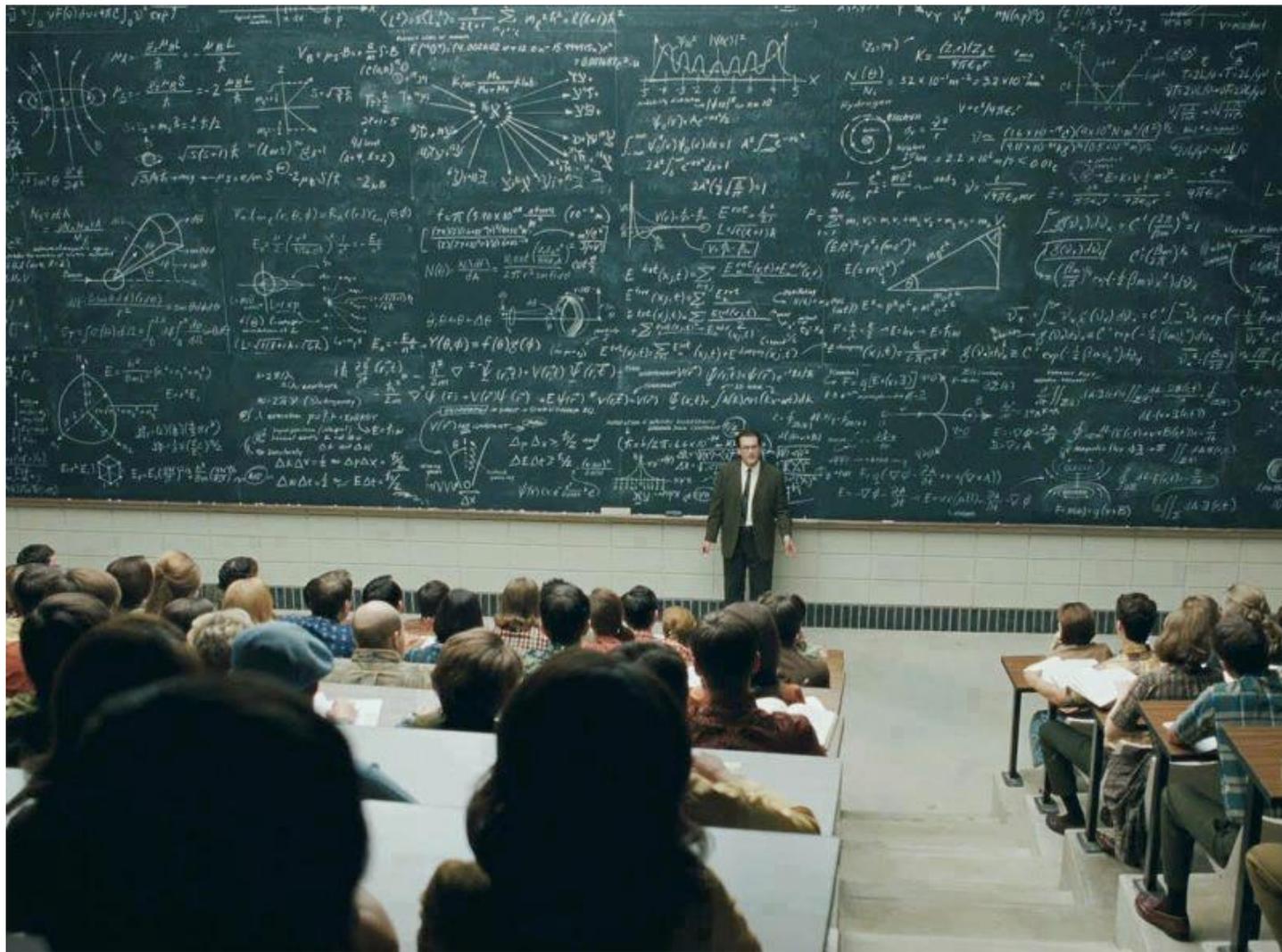
Nevada Recuperating!



Nevada Promoted to Base Mascot JFTB Los Alamitos



Amelia is Inspecting!



Relax Review Notes; Email: tablewizard1@gmail.com

Cell Phone 562-595-2801



Page from Greg Hicks Play Book

Tired of Playing Marco Polo and Easter Egg Hunts at Events...





Client and other demands...

On a scale of 1 to 10, my stress level
is at "Everybody DUCK!!!!!"

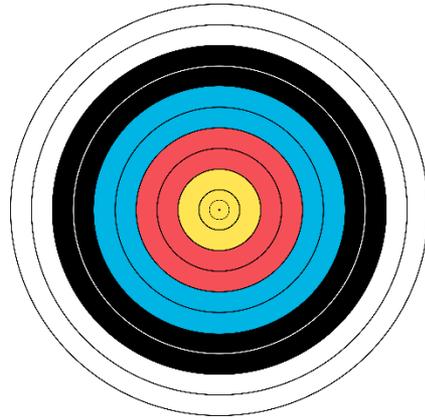


Stress... The Whining



Finger Pointing... Who?

Session Goals!



**Exposure,
Inspire,
Thinking,
Suggestions,
Alternatives**

One size does not fit all...

Get your staff thinking!
Fine Tune - Adapt

Summary:

+ Processes

+ Standard Operating Procedures

+ People that give a Damn!

**Goal 1: Zero Missing & Defective
Items at Events!**

“0”

Goal 2: Consistency!

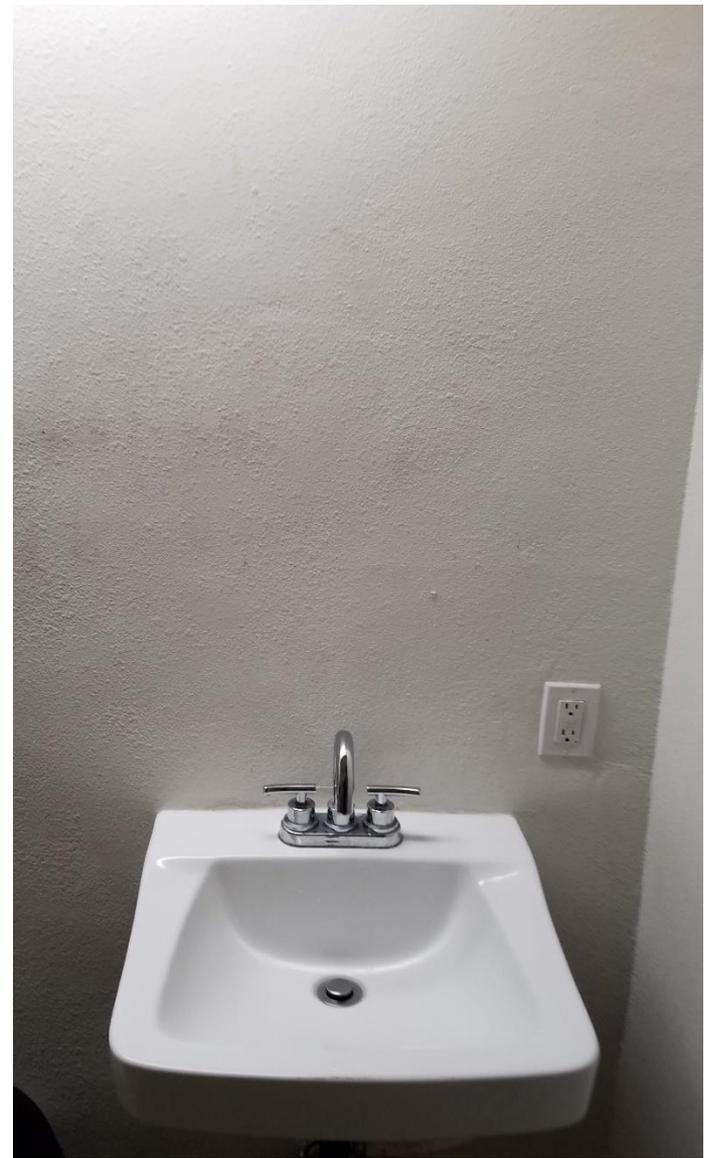


Crisis and Opportunity!



Leadership...

Starts in the restroom!
Respect



“Culture eats strategy for breakfast”
- Peter Drucker



What you allow - you encourage!

How we do one thing - reflects how we do everything!

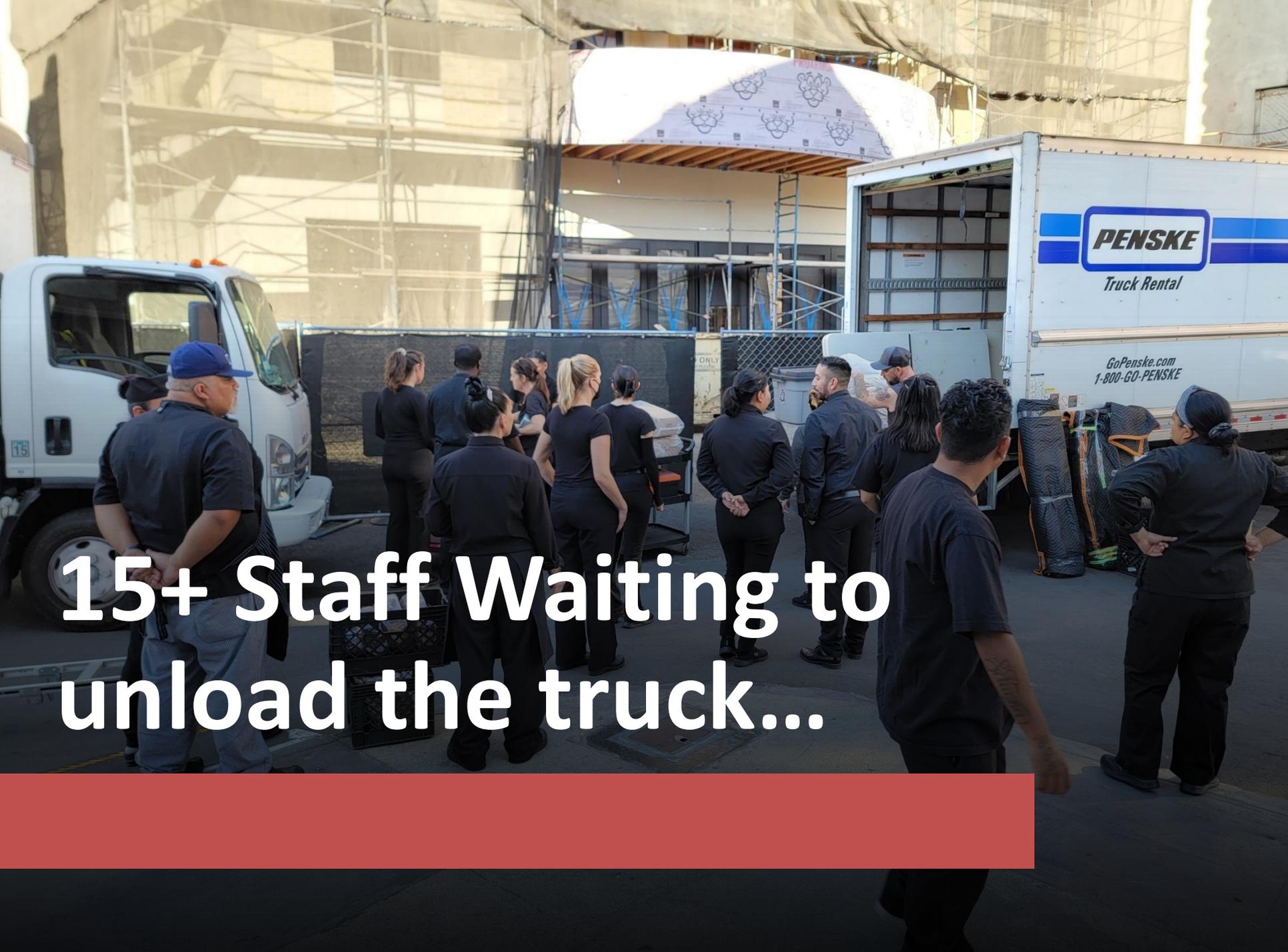


Seconds turn to minutes.

Minutes = Hours

Multiple Event Staff are Idle

> Lean: “2 steps or 2 seconds = \$2.00”



**15+ Staff Waiting to
unload the truck...**



20 staff at \$40.00/Hr. = \$800.00

\$800.00 / 60 Mins = \$13.33/Minute



Compounding....



20 staff at \$40.00/Hr. = **\$800.00**

\$800.00 / 60 Mins = **\$13.33/Minute**

1 Hr. / Week \$800.00

\$800.00 X 52 Weeks = **\$41,600.00**

More Competitive!

More Profitable!

Nine Wastes

“DOWNTIME+”

D |

D

Defects

O

Overproduction

W

Waiting

N

Non-Utilized Talent

T

Transportation

I

Inventory

M

Motion

E

Extra-Processing

+

Communication

改

= KAI

善

= ZEN = G
(FOR TH

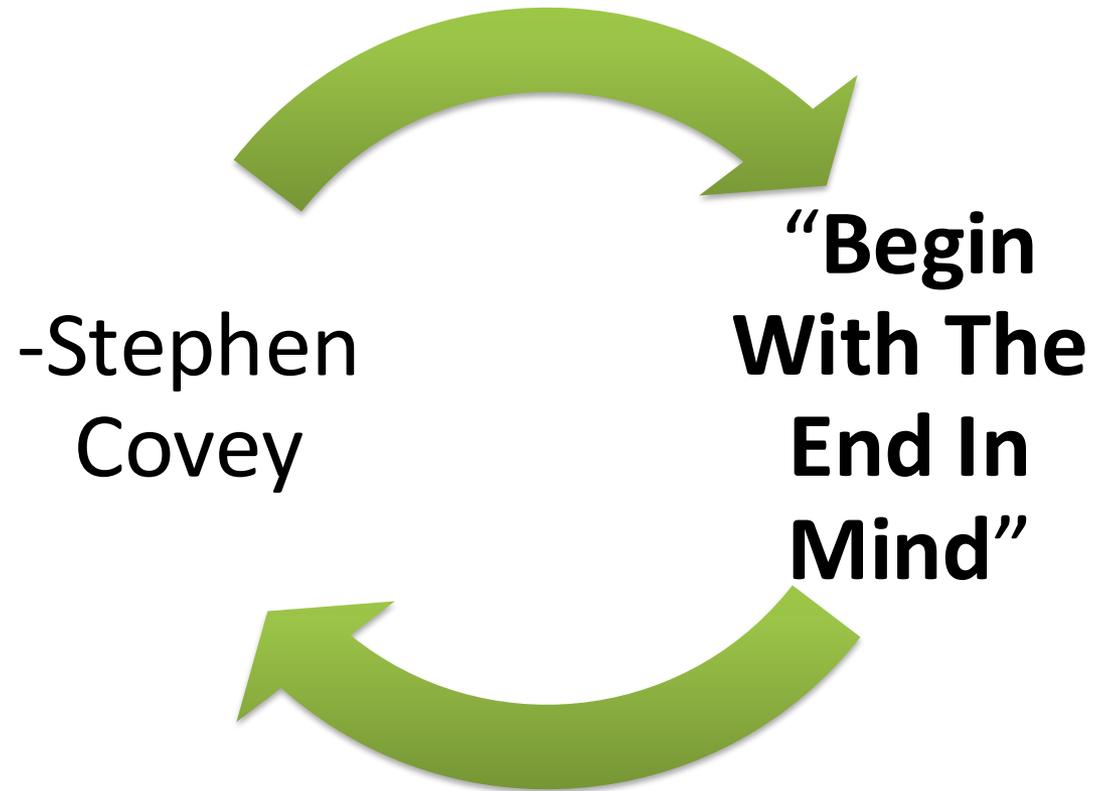
改善

= KAIZEN

= CO
I

**Kaizen =
Continuous
Improvement**

First Step...





“A great film is made on paper first”
–Alfred Hitchcock

Murphy's law...

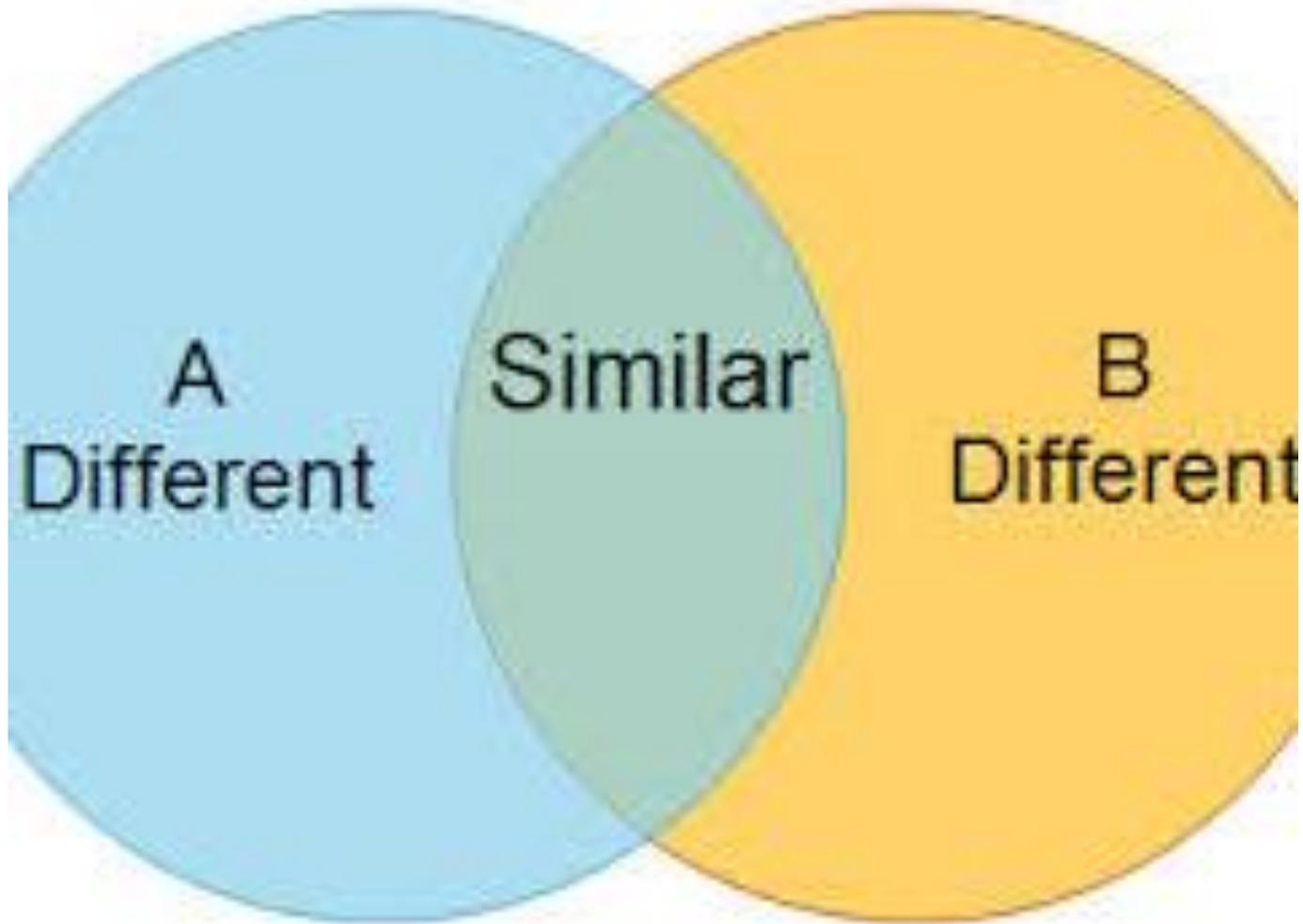
Murphy's Equation by Joel Pel

©2007 HowStuffWorks

$$P_M = -K_M \left(e^{-\frac{I^*C^*U+F}{F_M}} - 1 \right)$$

If it can go wrong, it will...

**It's not what happened,
it's how you react to what happened!**



Packing Affects Many Aspects Of An Event!



On Site Event Staff...



Warehouse Packing Crew?



Executive Chef?



Planner: In House or Outside?



Salesperson?



The Client?

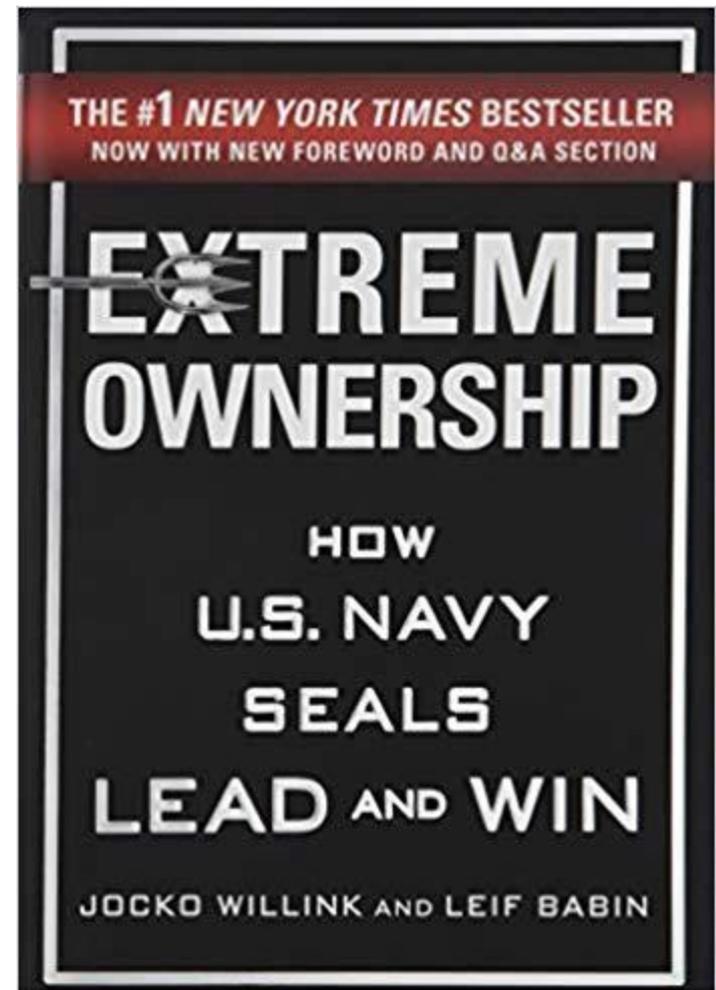


The Owner... Counting Cambro Beverage Transports

Step 2,



BlaME



Required Reading

Take Responsibility = “Mesponsibility”

Pull List

Vs.

Packing (Build) List

Attitude > Words = Actions!



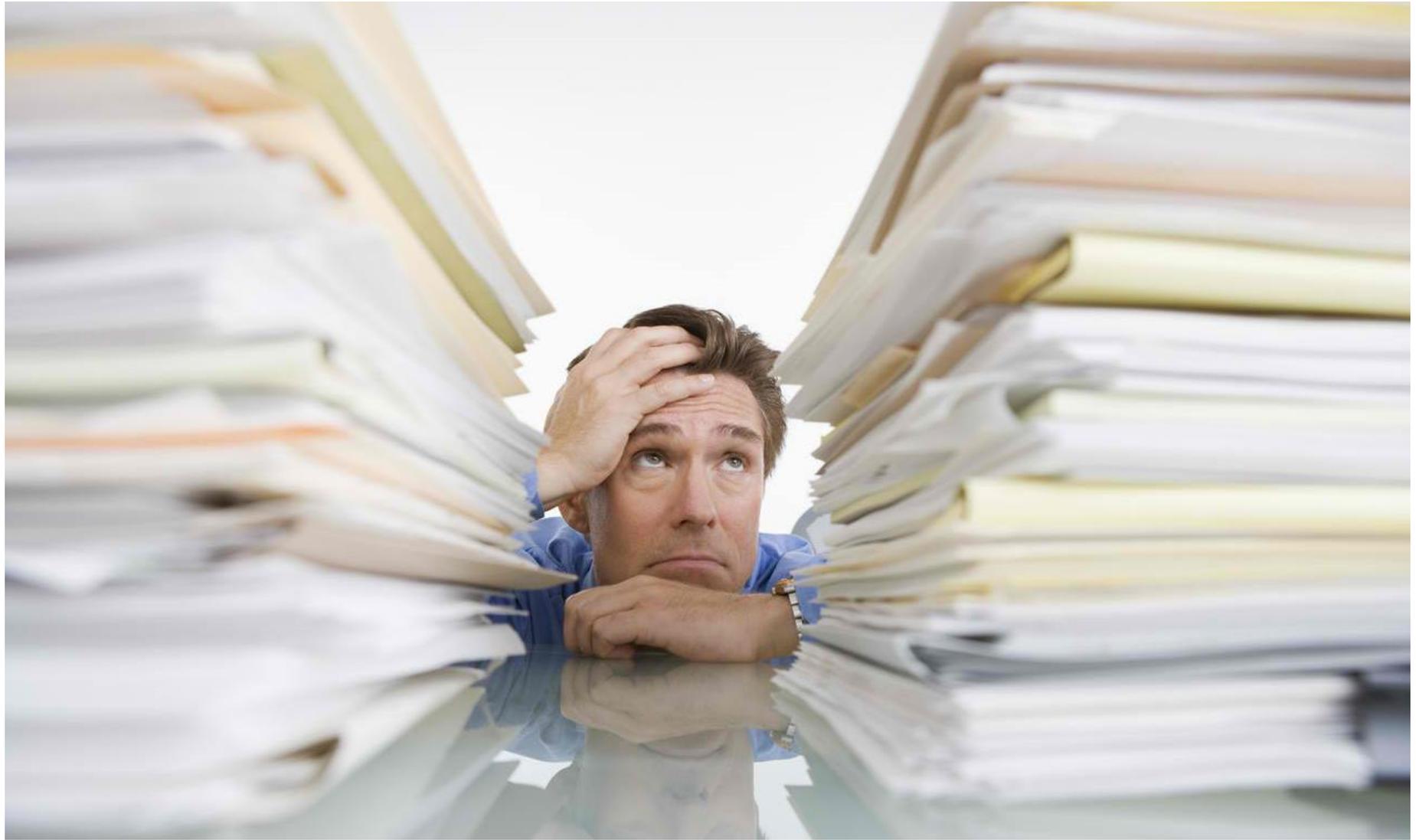
Adjust “Elevate” Your Comfort Zone

No NETMA Badges

How do you eat an elephant?



One bite at a time.



Paperwork...

A typical pull list...

DATE: 10/17/24		CLIENT: Signal Hill	
FSSD / BUFF / RECEIPT / PSD		IN OUT KITCHEN (BUILD)	
guest count		PLATED SIT DOWN (Ind Paper Menus) CERAMIC & GLASS & SILVERWARE	
SET UP (BOLD X = Every Event)		APPETIZERS (Tray Pass / Stationary)	
QTY	<p>TABLES 9 TABLE RISERS X</p> <p>TABLECLOTHS: BLACK WRITE</p> <p>FINAL BILL BUSINESS CARDS</p> <p>FSSD/PSD MENU: INDIVIDUAL PAPER</p> <p>BUFFET MENU (TABLETOP): S M L</p> <p>A FRAMES FLOOR OAK MANHATTAN</p> <p>CHALKBOARD W HOLES & S Hooks</p> <p>LAZY SUSANS & COVERS (80 cm Lav.)</p> <p>JACKSTAND / BUSSING TRAY (OVAL)</p> <p>IND BUSSING TRAYS (1 per server)</p> <p>LIGHT AND 30 FT EXTENSION CORD</p>	QTY	<p>APP TRAYS: WHITE X BLACK</p> <p>APP TRAYS: GRAY SLATE (w/ soapstone)</p> <p>APP TRAYS: BURFBOARD</p> <p>APP TRAYS: SILVER HAMMERED (Square)</p> <p>APP TRAYS: TACO TRAY: Small Large</p> <p>APP TRAYS</p> <p>SOUP SHOTS: FACET SWALKA TEST</p> <p>SOUP SHOT TRAYS: BLACK X WOOD</p> <p>SOUP HOT (PUMP) POT (or squirt bottle?)</p> <p>SOUP SPOONS: CERAMIC</p> <p>COCKTAIL NAPKINS (# guests x 3 naps each)</p>
KITCHEN SET UP (BOLD X = Every Event)		BREAD, CHZ, CHAR, AL, FRESCO	
QTY	<p>TOWELS 2 DRYING LINENS 2</p> <p>TABLECLOTHS FOR COUNTER</p> <p>CUTTING BOARDS (check menu)</p> <p>TOOL KIT (all events; #1 Tool Kit priority)</p> <p>SPICE KIT (full events only; not apps only events)</p> <p>PLASTIC WRAP FOIL (Chafers/Staff Meal)</p> <p>PARCHMENT PAPER PATTY PAPER</p> <p>TO GO BOXES</p> <p>DELT CUPS (assort: 32 oz, 16 oz, 8 oz w/lids)</p> <p>STAFF PLASTIC (Boat, Fork, Nap, Cup)</p> <p>STAFF H2O - BLUE CUBE w/ PACK FILTERED</p> <p>GLOVES - L M S (if spice kit wasn't packed)</p> <p>HANDWASH: INSULATED JUG / HANDSOAP / SUCKET / WRISER / PAPER TOWELS / HOT H2O</p> <p>DISHWASH: BUCKET / DISH: HAND SOAP / SPONGE</p> <p>METAL SCRUBBER / CLEANSER / PAPER TOWELS</p> <p>SCULLERY Sludge (SLOTTED 200 & REC 400 PAN)</p> <p>TRASH BAGS: CLEAR (1 towels/dark linens)</p> <p>TRASH BAGS: BLUE BLACK</p> <p>TRASH CANS & BAGS: BLUE BLACK</p> <p>BROOM / DUST PAN (Label these)</p> <p>RENTAL TRUCK: RATCHETS / STRAPS</p> <p>DOLLY / CART (rental truck or large events)</p> <p>FLOOR MAT: Blk Rubber Large Sisal</p>	QTY	<p>CHAFER: RUSTIC SILVER X</p> <p>COPPER CHAFER & TEALIGHTS</p> <p>STERNOS: 6 HOUR 2 HOUR USED</p> <p>PLATTERS - OVAL 23 inch FLAT</p> <p>BOWLS - L M S</p> <p>RISERS FOR DISHES ON BUFFET</p> <p>TONGS SPOONS SPATULAS</p> <p>RAMEKINS TO HOLD SERVING UTENSILS</p> <p>GRAVY BOAT LADLE</p> <p>CONTAINER FOR FLATWARE w/ LINEN</p> <p>PIZZA STONE PIZZA PEEL: hand handle</p> <p>TORTILLA HOLDERS</p>
KITCHEN / HOT / STATIONS		DESSERT and/or BREAKFAST	
QTY	<p>TRANSIT CART (from kitchen)</p> <p>STERNOS: 6 HOUR 2 HOUR USED</p> <p>CONVECTION OVEN PROPANE HOSE</p> <p>OVEN (6 Burner) PROPANE HOSE</p> <p>THREE BURNER PROPANE HOSE</p> <p>SINGLE BURNER BUTANE</p> <p>FRYER: Tabletop Full Size (DRY ICE/Container)</p> <p>GRIDDLE (ELECTRIC) w/Ekt Cord</p> <p>GRILL CHARCOAL LIGHTER</p> <p>SOUS VIDE AND LEXAN</p> <p>INDUCTION (8 PAN FOR INDUCTION)</p> <p>EXTENSION CORD</p> <p>CAST IRON PAN: 4 INCH 6 INCH</p> <p>CAST IRON GRIDDLE (PACK)</p> <p>VOTIVES (24) & GLASS BLOCKS (6-BAG)</p> <p>TACO HOLDERS: SILVER BLACK</p> <p>NONSTICK SAUTE: 6 9</p> <p>2 QT. ALL GLAD</p> <p>TORCH (TOOL BOX 1 / DRY STORAGE @ PACK)</p> <p>CARVING STN: HEAT LAMP & CARVING BOARD</p>	QTY	<p>PLATTERS - RECTANGULAR SQUARE</p> <p>RISERS FOR DISHES ON BUFFET</p> <p>LARGE TONGS SPOONS SPATULAS</p> <p>SMALL TONGS SPOONS SPATULAS</p> <p>SPOON PIE SCOOP</p> <p>B & B PLATES BOWLS</p> <p>RAMEKINS/SOUFFLE BOWLS DEM SPOONS</p> <p>ETAGERE: GOLD SILVER OTHER</p> <p>MASON JARS: 8oz 4 OZ SQUATTY</p> <p>CAKE PEDESTAL: CLEAR WHITE GREEN</p> <p>CLEAR GLASS CAKE COVER (BELL SHAPED)</p> <p>ICE CREAM BOWL (DRY ICE) OR TRIFLE DISH</p> <p>COCKTAIL NAPKINS</p> <p>HONEY / SYRUP POUR</p> <p>GOLD / MARBLE ROUND TRAYS / ETAGERE</p> <p>BAKERY PICK UP</p>
LINENS / STAFF APPAREL		BEVERAGE / BAR	
QTY	<p>TABLECLOTHS BLACK: 4' 6' 8'</p> <p>TABLECLOTHS WHITE: 6' 12'</p> <p>NAPKINS: BLACK WHITE TEA OTHER</p> <p>CHEF COAT / KNIVES - PAUL</p> <p>CHEF COATS - WHITE / BLACK (short sleeve preferred)</p> <p>XL L M S XS</p> <p>APRONS - Lost Car Other White</p> <p>APRONS - FOH Other White</p> <p>T-SHIRTS - ask Cindy / Paul</p>	QTY	<p>TABLE RISERS TABLECLOTHS</p> <p>TABLE FOR BARBACK / GLASSWARE: RISERS</p> <p>TRASH CAN BLUE BAG</p> <p>BAR KIT (one for each bar if possible)</p> <p>SIMPLE SYRUP LEMONS/LIMES</p> <p>MIXERS SPARKING H2O SODA</p> <p>DRINK TUBS: BLACK X RED GREEN</p> <p>DRINK TUB LINERS (BLACK TRASH BAGS)</p> <p>ICE BUCKET (single bottle)</p> <p>CLEAN ICE BUCKET: Gray Silver</p> <p>ICE (1 LB / 2 LB / 3 LB - PER PERSON)</p> <p>AGUA FRESCA (A/F): Spout 5 Gal 3 Gal</p> <p>AGUA FRESCA STAND OR WHITE TRAYS</p> <p>AGUA FRESCA: 2x3 Chalkboard name signs</p> <p>PLASTIC PITCHER w/ SCOOP 2ICE SCOOP</p> <p>dry trap ramekin</p> <p>LARGE METAL WATER PITCHER FOR BAR</p> <p>CARAFES: WIDE X POP TOP GREEN</p> <p>55 CUP BREWER 32 CUP BREWER w/FILTER</p> <p>85 GRIND (85 cup) 83 GRIND (32 cup) 100 Cup Brewer</p> <p>COFFEE: REGULAR DECAF</p> <p>COFFEE CAMBRO: 5 GAL 3 GAL</p> <p>PUMP POT (Coffee or Tea)</p> <p>POUR OVER: FUNNEL w/ FILTER & PUMP POT</p> <p>COFFEE/TEA: 2x3 Chalkboard name signs</p> <p>COFFEE/CONDIMENT BOX (kitchen: Half & Half)</p> <p>TEA ASSORTMENT BOX</p> <p>INSULATED CREAMER (full coffee service events)</p> <p>GLOG CARAFE w/ CANDLES</p> <p>SILVER URN / BLUE WATER DISPENSER</p>
LARGE EVENTS (100+)		DISPOSABLES	
QTY	<p>CANDLEHOLDERS / TEALIGHTS / LIGHTER</p> <p>GLASS BLOCKS</p> <p>WOODEN FRUIT CRATES</p> <p>WOODEN FRUIT PLAQUES (SIGNAGE)</p> <p>SMALL WOOD BOXES (HANDLES)</p> <p>ORANGE TRAY</p> <p>FRESH FLOWERS</p>	QTY	<p>PLATES - ROUND - 9 7 8</p> <p>PLATES - SQUARE - 10 8 6</p> <p>PLATES - Brown w/Hole</p> <p>BOWLS</p> <p>FALLEN LEAF - 9 1/2 7 5 3</p> <p>SHOT GLASSES - CLR PLASTIC: 2 OZ 4 OZ</p> <p>HOT CUPS: 16 OZ 12 OZ 8 OZ 4 OZ</p> <p>COLD CUPS (CLR PLASTIC): 12 OZ 9 OZ</p> <p>LUNCH NAPKINS: BROWN WHITE</p> <p>LUNCH NAPKINS: CHEAP</p> <p>COCKTAIL NAPS: WHITE OTHER</p> <p>FRIES BOATS HOT DOGS</p> <p>PLASTIC: FORKS SPOONS KNIVES</p> <p>BIRCH: FORKS SPOONS KNIVES</p> <p>CONTAINER FOR FLATWARE w/ LINEN</p> <p>ROLL UPS (pre-rolled fork, knife, spoon w/napkin)</p>

1/22/2024 3:18 PM

Another Typical Catering Pull List

FRONT OF HOUSE STUFF

- Tables
- Table Cloths
- Linen Napkins
- Chaeffers
- Plates - China, Regular or Clear Plastic
 - Small Plates -China, Regular or Clear Plastic
- Bowls - regular or Clear Plastic
- Forks
- Knives
- Spoons
- Napkins (Regular/Cocktail)
- Plastic Cups
- Coffee Cups
- Water Goblets
- Craffes
- Salt and Pepper Shakers
- Drip Plates
- Tongs
- Spoons - slotted/regular

A Typical Catering Pull List

- ~~Chaeffers~~
- Plates - China, Regular or Clear Plastic
 - Small Plates -China, Regular or Clear Plastic
- Bowls - regular or Clear Plastic
- Forks
- Knives
- Spoons
- Napkins (Regular/Cocktail)



Software Catering Management Programs

Caterease

Total Party Planner

Curate

Tripleseat

Elecate

Honey Cart

Flex catering

Honey Book

Etc.

Event Prints

VIEW

Prints Labels

PRINT TYPE

Custom

Selected Events



1 End of Summer Party

Selected Fields

Select the fields you want included in your print.

Select All Fields

Event Details

Contacts

Dates & Locations

Order Details

Grand Total

Scheduled Payments

Payment History

Contract

Component Totals

Component Name

1 END OF SUMMER PARTY

END OF SUMMER PARTY

Owner: Ryan O

Date of Event: 04/30/2025

Grand Total: \$9,645.53

Event Description:

Graduation Party: Wildwood High School, Class of 2023

Guest Count: 150

Service Style: Customer Pick-Up

Budget:

Driver: John

Leave time: null

Production Notes:

Food service style: Family Style

Tags:

Brooklyn

Wedding

Event Status: Booked

Time: 6:00 - 9:00 PM

CUSTOM

CONTACTS

Customer:

Bill Mosier

(217) 867-4988

bill@example.us

DATES & LOCATIONS

06/17/2023 12:30 AM

Catering Dropped Off

Client's Home Address:

562 Clover Ln, St. Louis, MO, 63126 United States

06/17/2023 2:00 AM

Grad Party Begins

06/17/2023 7:00 AM

Grad Party Ends

COMPONENT TOTALS

Component Name	Category	Total Needed	Return
Ginger Beer	Beverages - Alcohol	37.50 Cans	
Blue Moon-Belgian White	Beverages - Drinks	75.00 Items	
Lime Juice	Beverages - Drinks	75.00 Tablespoons	
Modelo Negra Amber Lager	Beverages - Drinks	600.00 Tablespoons	
Pino Noir: Ropiteau	Beverages - Drinks	1.00 Item	
Tito's Vodka	Beverages - Drinks	300.00 Tablespoons	
Corn Holders	Disposable	125.00 Items	
Napkins	Disposable	660.00 Items	
Black Risers	Equipment and Risers	2.00 Items	
Chafing Dish	Rentals - Decor	5.00 Items	
Basic Black Linen - 85x85	Rentals - Linens	2.00 Items	

Curate Packing List Screen Shot

Pack List

Event Date: 4/26/2025 - Saturday

Contact: Kelly Jameson
Event Title: Kelly's Birthday!
Invoice #: 259321
Status: Confirmed

Guest Count: 100
Service Style: Delivery

Menu ItemsBox Lunch

- (100 Serving) Albacore Tuna
 (100 Serving) Potato Salad
 (100 Serving) BLT Deluxe Sandwich

Entrees

- (100 Serving) Wood Grilled Beef Tenderloin

Side Dishes

- (100 Serving) Dill Pickle

EquipmentBeverage Service

- (20 Each) Towel, Bar - Black

Food Service

- (1 Each) 6qt Chafer -Round
 (1 Each) Silver, Tray 19" Oval
 (200 Each) Silver, Serving Tongs - Regular

Grills & Ovens

- (1 Each) Grill, Propane 2x3 with Propane

Kitchen Equipment

- (1 Pan) Disposable chafar
 (1 Each) grill pan
 (20 Each) Trashcan Liners
 (4 Each) Gloves
 (50 Each) Towel, Cotton - White
 (1 Each) Trashcans, Rectangular - Black

Miscellaneous

- (5 Each) Torch Lighters

FoodDry Goods

- (1 Each) pepper, container
 (1 Each) Spice Box

OtherMiscellaneous

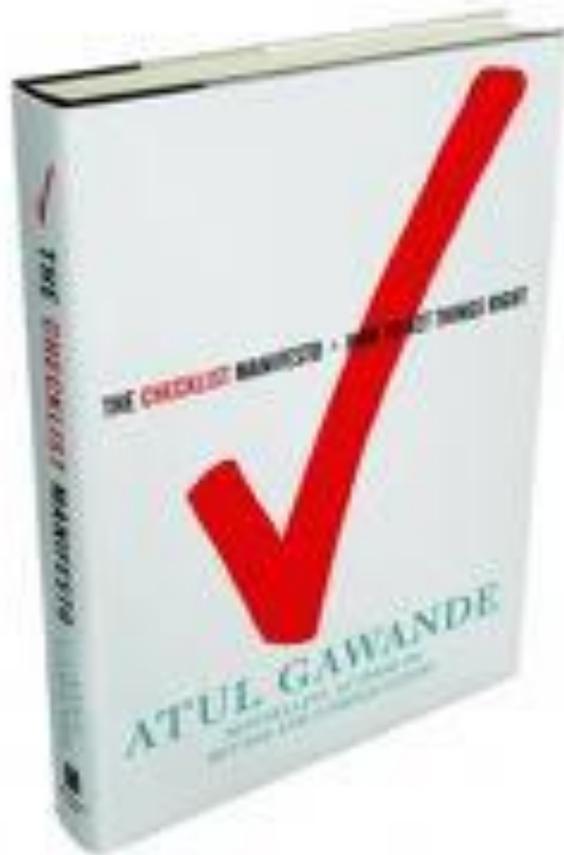
- (1 Each) First Aid Kit
 (1 Each) Sterno



Plan, create checklists, pack, transport and distribute materials, by: Activity!



Look in the box: Focus on the activity-task!



APPROVED B-17F and G CHECKLIST

REVISED 3-1-44

PILOT'S DUTIES IN RED
 COPILOT'S DUTIES IN BLACK

BEFORE STARTING

1. Pilot's Preflight—COMPLETE
2. Form 1A—CHECKED
3. Controls and Seats—CHECKED
4. Fuel Transfer Valves & Switch—OFF
5. Intercoolers—Cold
6. Gyros—UNCAGED
7. Fuel Shut-off Switches—OPEN
8. Gear Switch—NEUTRAL
9. Cowl Flaps—Open Right—OPEN LEFT—Locked
10. Turbos—OFF
11. Idle cut-off—CHECKED
12. Throttles—CLOSED
13. High RPM—CHECKED
14. Autopilot—OFF
15. De-icers and Anti-icers, Wing and Prop—OFF
16. Cabin Heat—OFF
17. Generators—OFF

STARTING ENGINES

1. Fire Guard and Call Clear—LEFT Right
2. Master Switch—ON
3. Battery switches and inverters—ON & CHECKED
4. Parking Brakes—Hydraulic Check—On—CHECKED
5. Booster Pumps—Pressure—ON & CHECKED
6. Carburetor Filters—Open
7. Fuel Quantity—Gallons per tank
8. Start Engines: both magnetos on after one revolution
9. Flight Indicator & Vacuum Pressures CHECKED
10. Radio—On
11. Check Instruments—CHECKED
12. Crew Report
13. Radio Call & Altimeter—SET

ENGINE RUN-UP

1. Brakes—Locked
2. Trim Tabs—SET
3. Exercise Turbos and Props
4. Check Generators—CHECKED & OFF
5. Run up Engines

BEFORE TAKEOFF

1. Tailwheel—Locked
2. Gyro—Set
3. Generators—ON

AFTER TAKEOFF

1. Wheel—PILOT'S SIGNAL
2. Power Reduction
3. Cowl Flaps
4. Wheel Check—OK right—OK LEFT

BEFORE LANDING

1. Radio Call, Altimeter—SET
2. Crew Positions—OK
3. Autopilot—OFF
4. Booster Pumps—On
5. Mixture Controls—AUTO-RICH
6. Intercooler—Set
7. Carburetor Filters—Open
8. Wing De-icers—Off
9. Landing Gear
 - a. Visual—Down Right—DOWN LEFT
Tailwheel Down, Antenna in, Ball Turret Checked
 - b. Light—OK
 - c. Switch Off—Neutral
10. Hydraulic Pressure—OK Valve closed
11. RPM 2100—Set
12. Turbos—Set
13. Flaps $\frac{1}{2}$ — $\frac{1}{2}$ Down

FINAL APPROACH

14. Flaps—PILOT'S SIGNAL
15. RPM 2200—PILOT'S SIGNAL

Homework: Read "Checklist Manifesto"



Planning “AKA” Mental Mise En Place



Refrain From Word-of-Mouth Event Planning and Execution



Documents AKA The Paper Trail

✓ Documents Needed:

- > SEO “AKA” BEO
- > Catering Services Agreement “AKA” Contract,
- > Addendums
- > Change Orders
- > Event Schedule, Timeline, ROS (Run of Show)
- > Layout Drawings
- > Station Activity: Specifications, Photos, Drawings
- > Walk thru Photos
- > Walk thru Check list
- > Rental Quotes - Orders; Equipment, Linens
- > Proposals: Creative Partners, AV, Lighting, DJ, etc.

450 North Cityfront Plaza Drive
Chicago, IL United States 60611



Phone: (312) 464-8787 Fax: (312) 464-8683
Wolfgang Puck Phone: (312) 464-8745 Fax: (312) 464-8746

Page: 1 of 3
Printed: 1/28/09

Banquet Event Order

Account: UC Computation Institute	Event Date: Wednesday, October 22, 2008
Post As: Cloud Computing and Applications	Contact: Ms. Ninfa Mayorga
Address: 5640 S. Ellis Avenue Suite 405 Chicago, IL 60637	Phone: (773) 834-6685
	Fax: (773) 834-6818
	OnSite Contact:
Deposit: Tax Exempt:	Booked By: Joe Wilkinson
Payment:	Catering Manager: Jennifer Fleming
Master Account:	Service Manager: Joe Wilkinson

Time	Room	Function	Setup	AGR	GTD	SET	Rental
7:00 AM - 5:00 PM	620 Boardroom	Meeting	Conference	18			\$440.00
7:00 AM - 5:00 PM	246 Classroom	Interview					\$400.00
8:00 AM - 5:00 PM	100 Tiered Classroom	General Session	Tiered Classroom	70			\$1,680.00
8:00 AM - 5:00 PM	100 Foyer	Exhibits	As Is				\$0.00
12:00 PM - 2:00 PM	450 Lounge	UC Lunch Buffet	Round of 10	70			\$175.00
3:00 PM - 3:30 PM	100 Foyer	UC Break	As Is				

FOOD	SET UP
Room: 100 Foyer Serve: 8:00 AM to 10:00 AM Continental Breakfast (Guests: 80) Flaky Croissants, Freshly Baked Muffins, English Muffins Assorted Bagels and Bialys Sweet Butter, Assorted Preserves and Cream Cheeses Fresh Whole Seasonal Fruit Fresh Squeezed Orange and Cranberry Juices Dark Roasted Coffee Decaffeinated Coffee Assorted Teas With Cream, Sweetners and Lemon Wedges <i>10:00 AM Break</i> ADD: Seasonal Berries in Crisp Puff Pastry Re-tray breakfast items, refresh beverages	Event: 7:00 AM to 5:00 PM Room: 620 Boardroom 18 Conference Style Event: 7:00 AM to 5:00 PM Room: 246 Classroom 4 5' x 18" tables with 8 chairs Remove all other tables and chairs from room. Event: 8:00 AM to 5:00 PM Room: 100 Tiered Classroom Tiered Lecture Hall. Leave professor table and chair. 2 8' Skirted registration tables with 2 chairs and a wastebasket in 1st floor elevator lobby. Panel table TBD Event: 8:00 AM to 5:00 PM Room: 100 Foyer 2 Easels (complimentary) 10 Easels @ \$25.00 each

SEO "AKA" BEO = Banquet Event Order

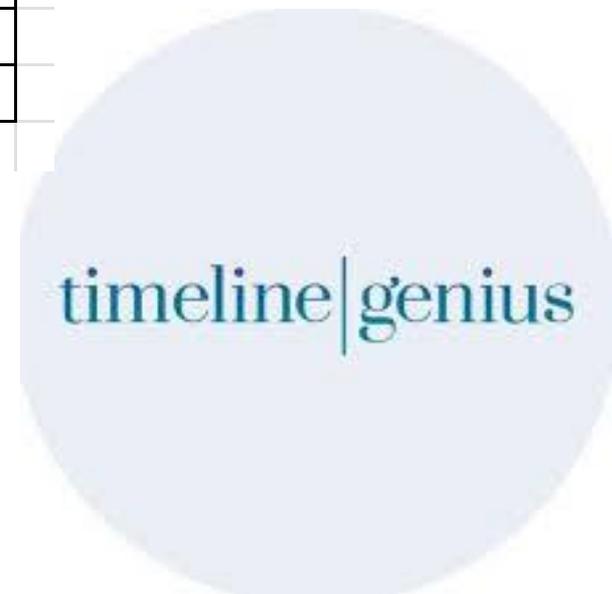


Agreement

Time	What	Where	Who
2:00 PM	Captain arrives	On Site	Pam
2:30 PM	Staff arrives		Group 1
2:45 PM	Box Truck arrives	Dock	John
	Unload and distribute	Dock	Staff

Excel

Event Timeline



Software Program

Salad

Cesar salad with romaine hearts, capers and wheat-free blue corn croutons

Farm Chop salad with a potpourri of seasonal chopped vegetables, avocado and seasonal field greens with lime-cilantro dressing or ranch dressing.

Main

Whole wheat penne pasta with roasted seasonal vegetables in an alfredo or herb tomato sauce with garlicky kale

Salisbury seitan with mashed potatoes and golden gravy

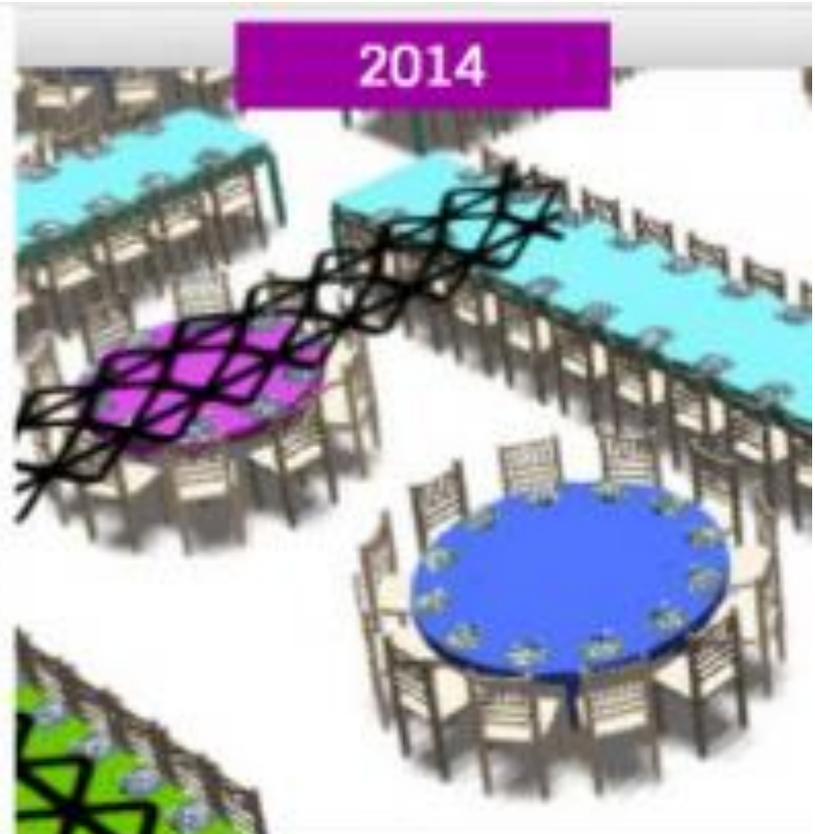
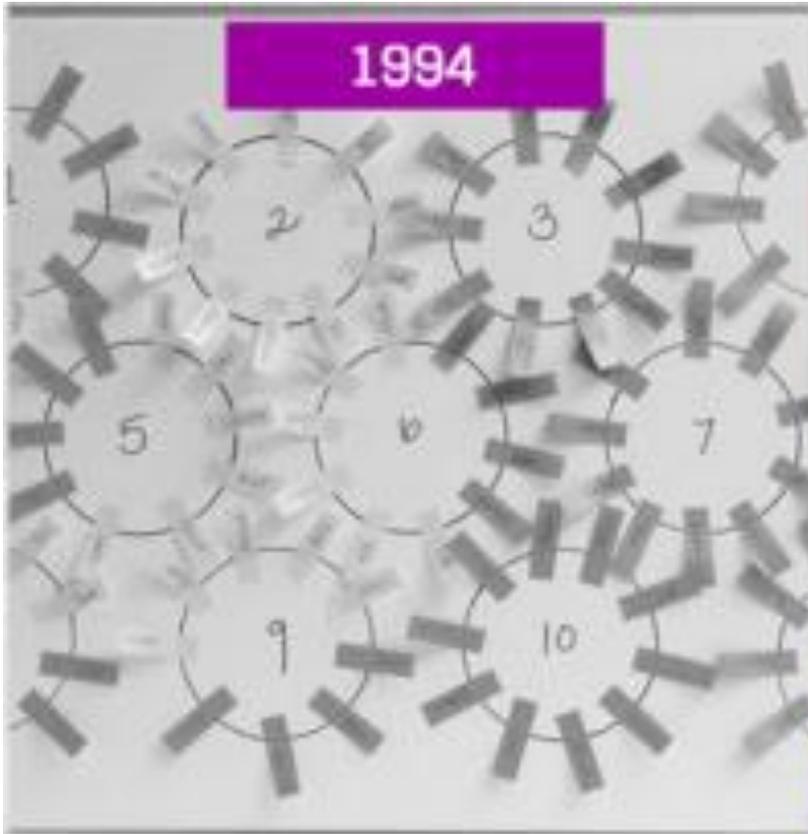
Enchiladas with salsa roja, savory tempeh, spanish rice and black beans, accompanied by pico de gallo, tofu sour cream and guacamole.

Dessert

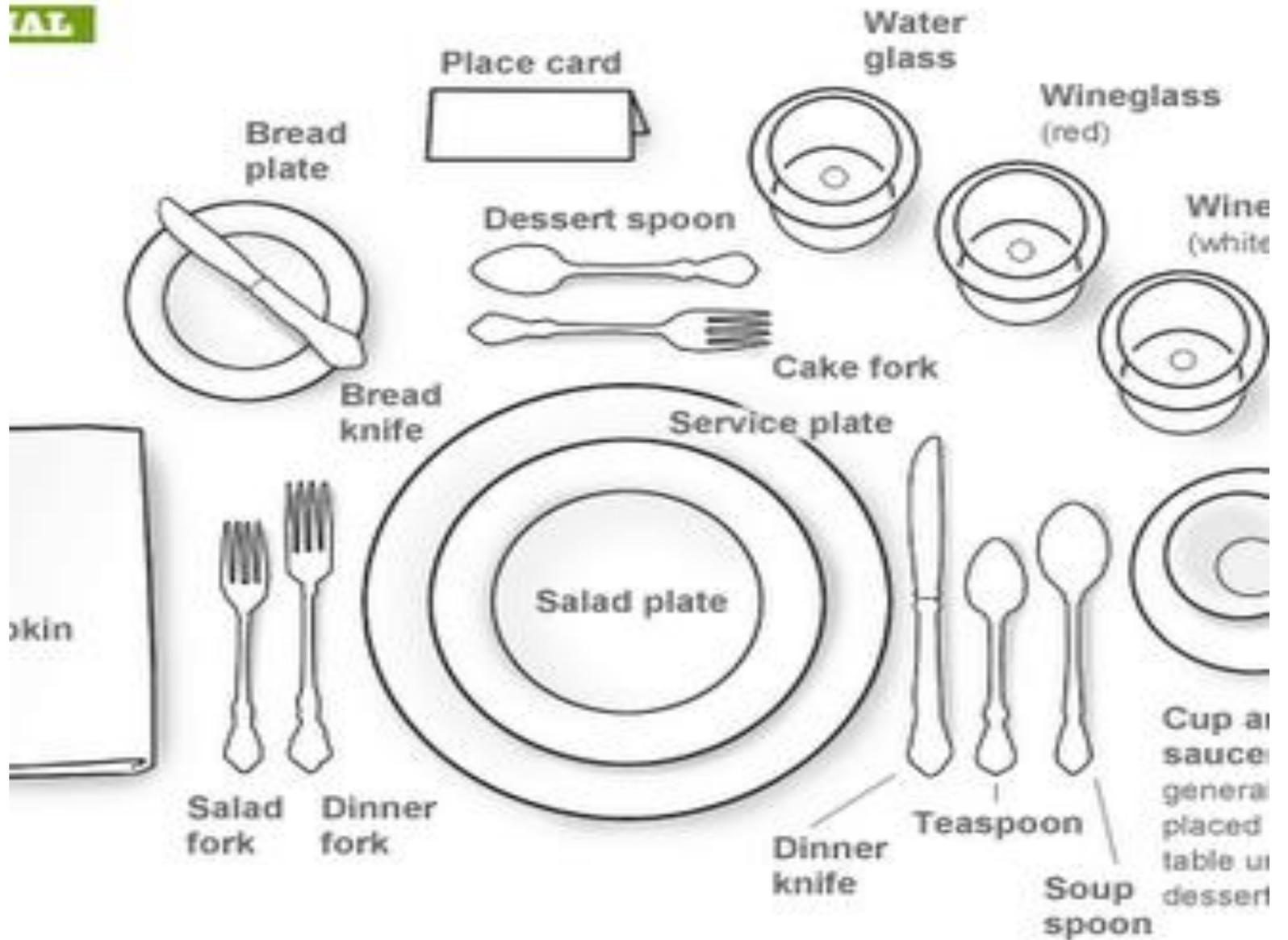
Wedding cake - German chocolate cake with coconut-pecan filling and vanilla frosting.

Groom's cake - Tofu cheesecake with seasonal fresh berries

Menu (In the Agreement)

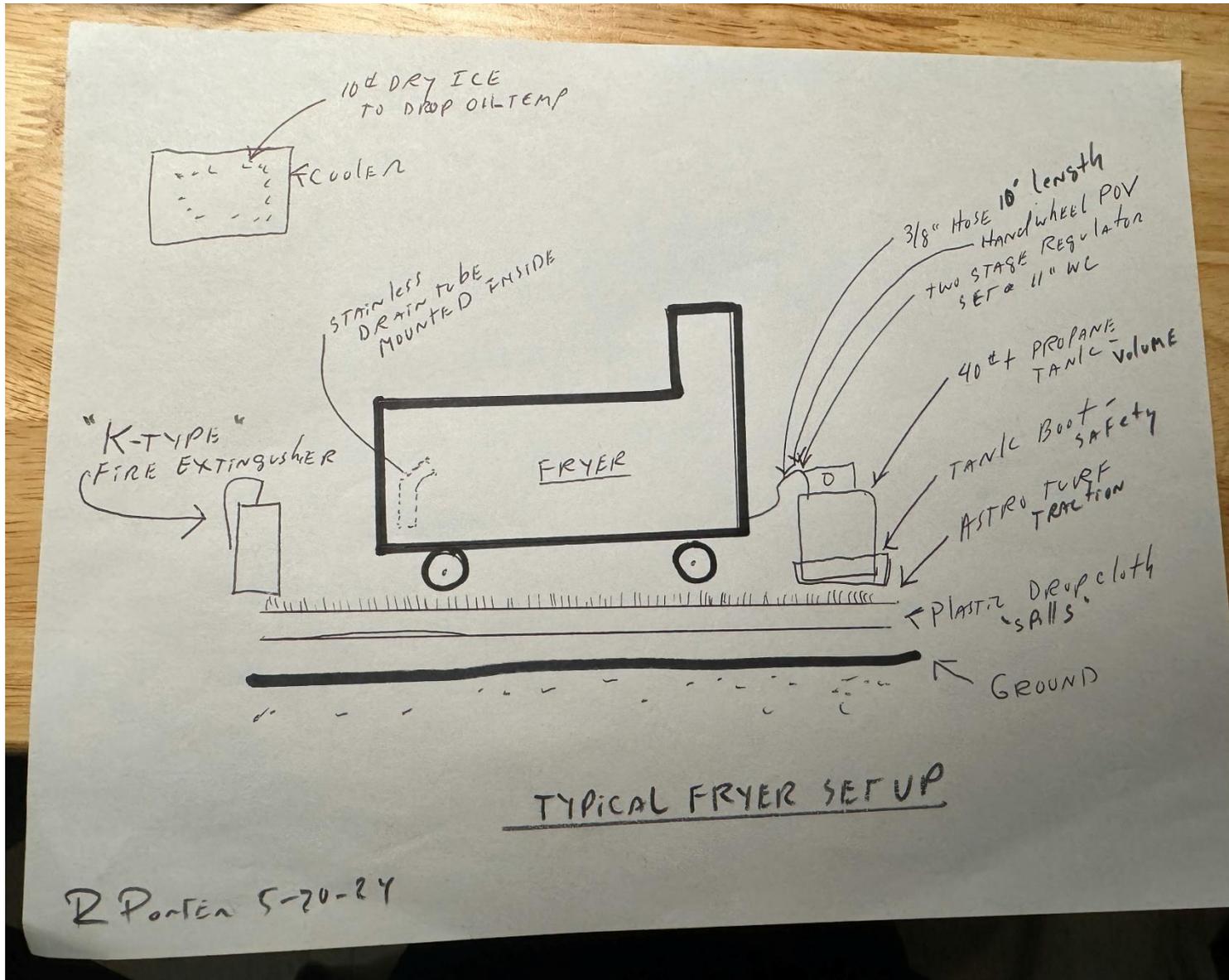


Event & Dining Area Layout



Formal Table-Cover Setting A Typical Layout

Hand Sketches



Typical Fryer Set Up



Station Set up Photographs





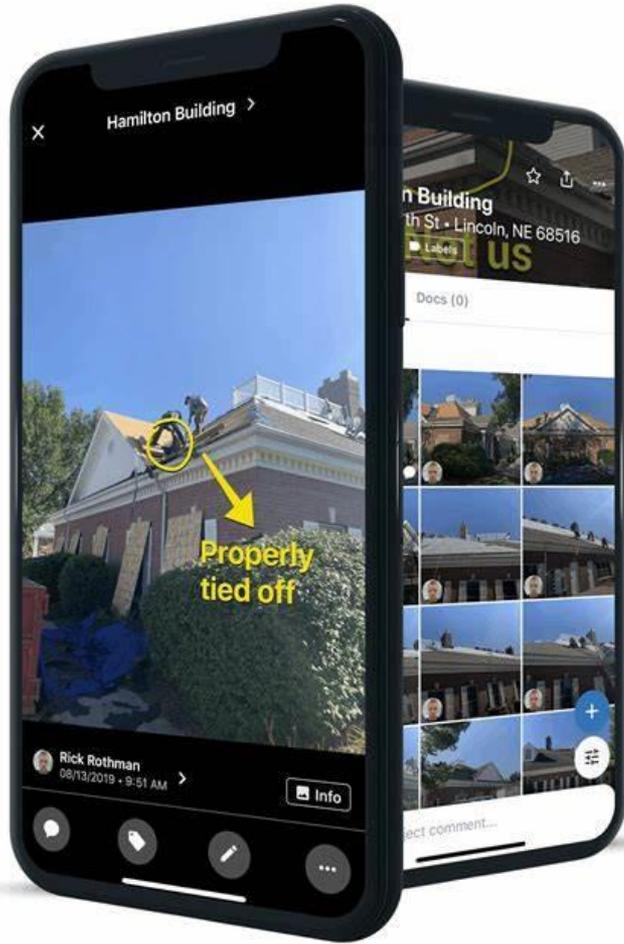
Carving Station A Typical

Library: Station Build List

Library: A Typical Set up



Site-Venue Photographs



Company Cam



Matterport

Other Paperwork.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Other Paperwork.pdf x

Sign In

Share

1 / 1

150%

Date 2/7/2019 **Picking Ticket** **Sales Order #** 1015548

Bill To Roy Porter 4131 Farquhar Ave. Los Alamitos CA 90720	Ship To Engage-Works Inc. Roy Porter 4181 Farquhar Ave. Los Alamitos CA 90720	Sales Rep Bar Products.com	SPLIT? No
		PO / Web # 200287048	

1	DT-16MEC	Bar/Civic Stainless Steel Drop Tray with	EA	4	4	13.95	55.80
---	----------	--	----	---	---	-------	-------

Page: 1

SALES ORDER

General Bottle Supply Company
1845 Daly Street
Los Angeles, CA 90031
323-581-2001
323-581-1216

Order Number: 0509046
Order Date: 2/7/2019

Salesperson: SR
Customer Number: 0056681

Sold To:
ENGAGE-WORKS INC
4181 FARQUHAR AVE
Los Alamitos, CA 90720

Ship To:
ENGAGE-WORKS INC
4181 FARQUHAR AVE
Los Alamitos, CA 90720

Confirm To: ROY PORTER
Tel: 562-595-2801 Fax:

Customer P.O. #12770	Ship VIA WEB UPS	F.O.B.	Terms CASH/CHECK/CREDIT CARD
-------------------------	---------------------	--------	---------------------------------

Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
15-750F G 750 ML BARMIX / CLARET FLINT 28/400 PK12 (F2101)	EACH	48	48	0	0.9300	44.64

Export PDF

Create PDF

Edit PDF

Comment

Combine Files

Organize Pages

Redact

Protect

Optimize PDF

Fill & Sign

Adobe Sign

Send for Review

More Tools

Convert and edit PDFs with Acrobat Pro DC

Start Free Trial

Creative Partners-Suppliers and Client's:
Quotes, Packing Lists, Invoice, Order Acknowledgements.

Change Orders

Delta = Change
Written &
Approved

Change Order:
Date, Time,
What & Money



Pre-Event Staff Meeting Checklist

Revised 111524	Pre-Event Meeting Checklist	
	Topic	Notes
	Food & Beverage Menu Review	
	Service Styles - Review: How & When	
	Beverages: Welcome, Signature, Special, Cocktail, Wine Service	
	Pass Locations: Beverages HD Courses - Be quite - Only talk to Expo	
	Menu Review By Courses Zone Ingredients of note	Show photos of courses
	Special Meals and Requests	
	Special technique and or demonstrations	
	Kosher: NA Style Glatt	
	Vegetarian Vegan	
	Dairy Free "AKA" Made With Out *** Gluten, Dairy, Soy, Eggs	
	Allergies: Nuts, Fish, Shell Fish Ask if in doubt	
	Facilities Location	
	Restrooms For Guests	
	Bar(s)	
	Coat Check	
	Stand & Repeat	
	Lost and Found	
	Special Stations, Engraving, Displays, Sponsors, Activations	
	Valet, Parking, Taxi, Ride Share (Uber, Lyft) service pick up	
	Transportation Service pick up: Shuttles, Buses	
	Location of: First Aid Kit, Defib, Medical Assistance	
	Designated Smoking Area(s)	
	Guest Cell Phone Charging Station	
	Lactation (Breast Feeding-Pumping) Room	

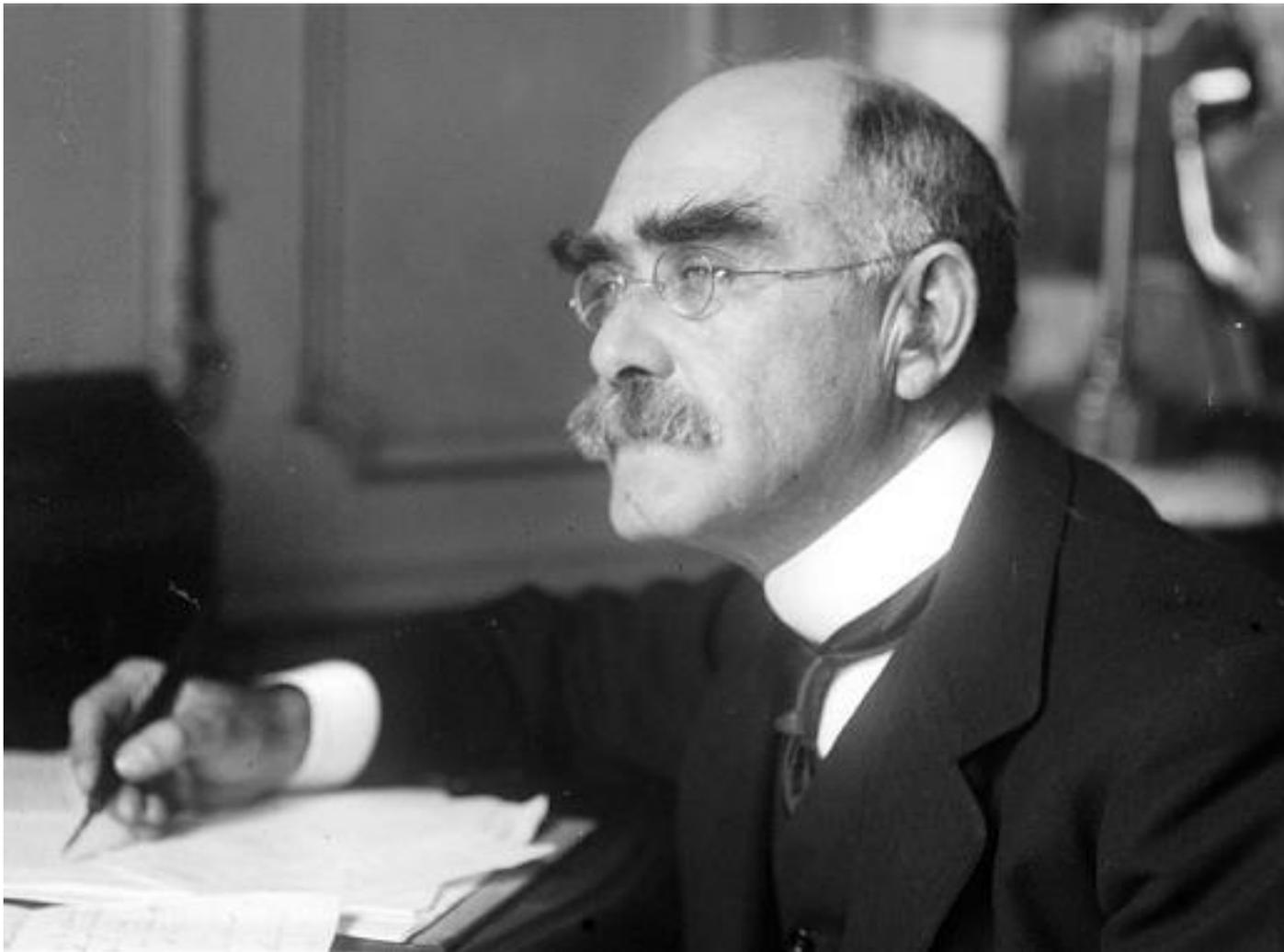
Table Setting Checklist

Table Setting Checklist

Event Date		Job #		Guest Count:	
Client:				Table Count:	
Location:				Service:	Buffet Plated Stations
Planner - H:				Meal:	Brk Lun Din
Type:				Be Ready At:	
<u>Planning & Organizing Pre Event</u>					
Done	Document - Issue	Responsibility	Placement	End Time Status	
	Room Layout Drawing	Planner		N/A	
	Event Schedule	Planner			
	Cover Setting Layout	Planner		N/A	
	Tables Supplied By				
	Underlayments				
	Runners				
	Chairs; Supplier -Type, style				
	Chair Cushions: Type Color				
	Chair Covers - Decorations				
	Table Service Order	Planner		N/A	
	Table Cover Order	Planner		N/A	
	Event Time Schedule	Planner		N/A	
	Table ID Holder		Set @	RTO LOS	
	Table ID Sign			N/A	

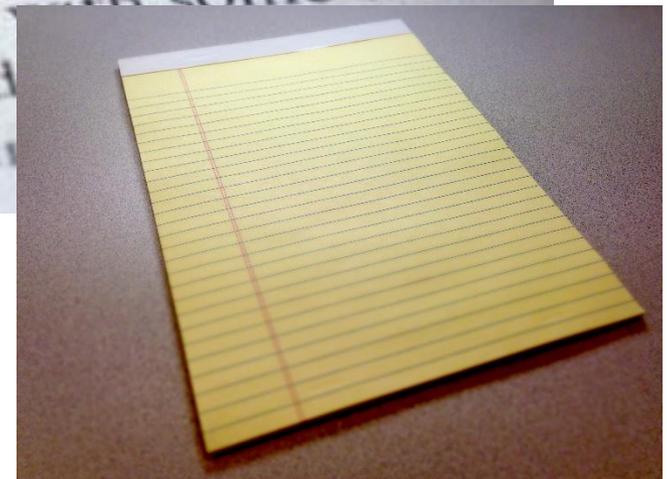


Not at production meeting

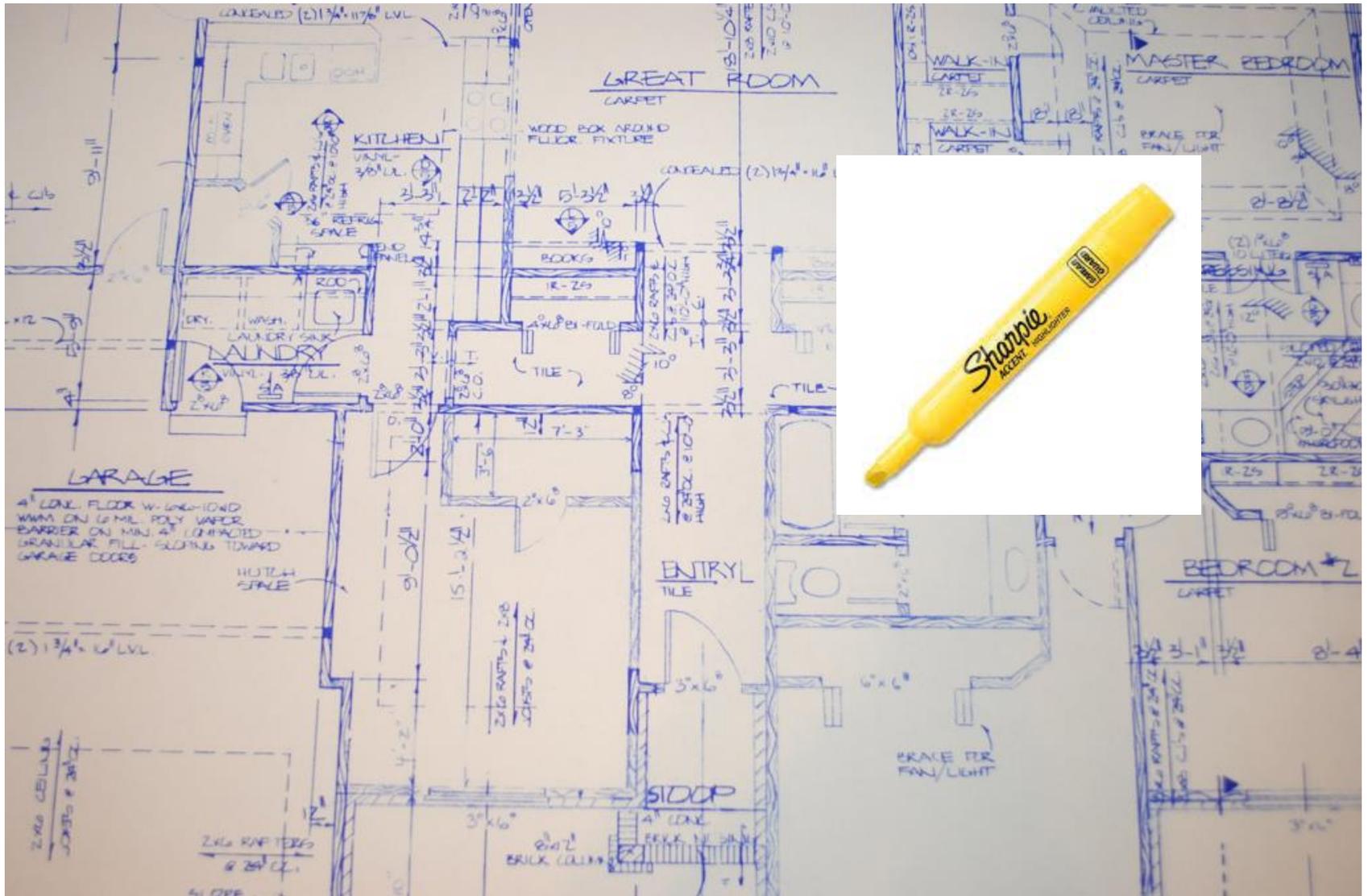


Kipling: Six honest men...

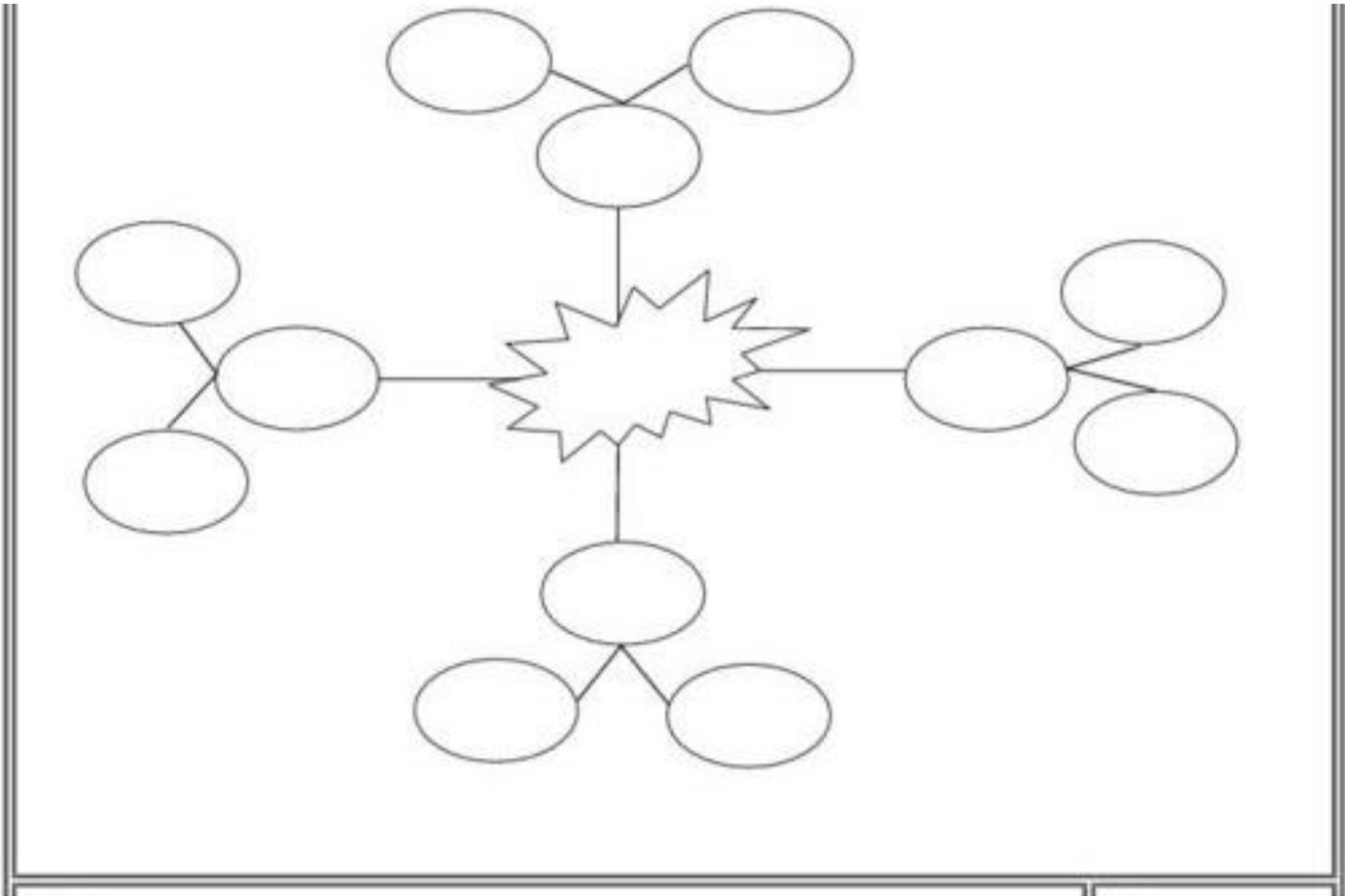
**Who, What, Why, When, Where & How...
Triggers**



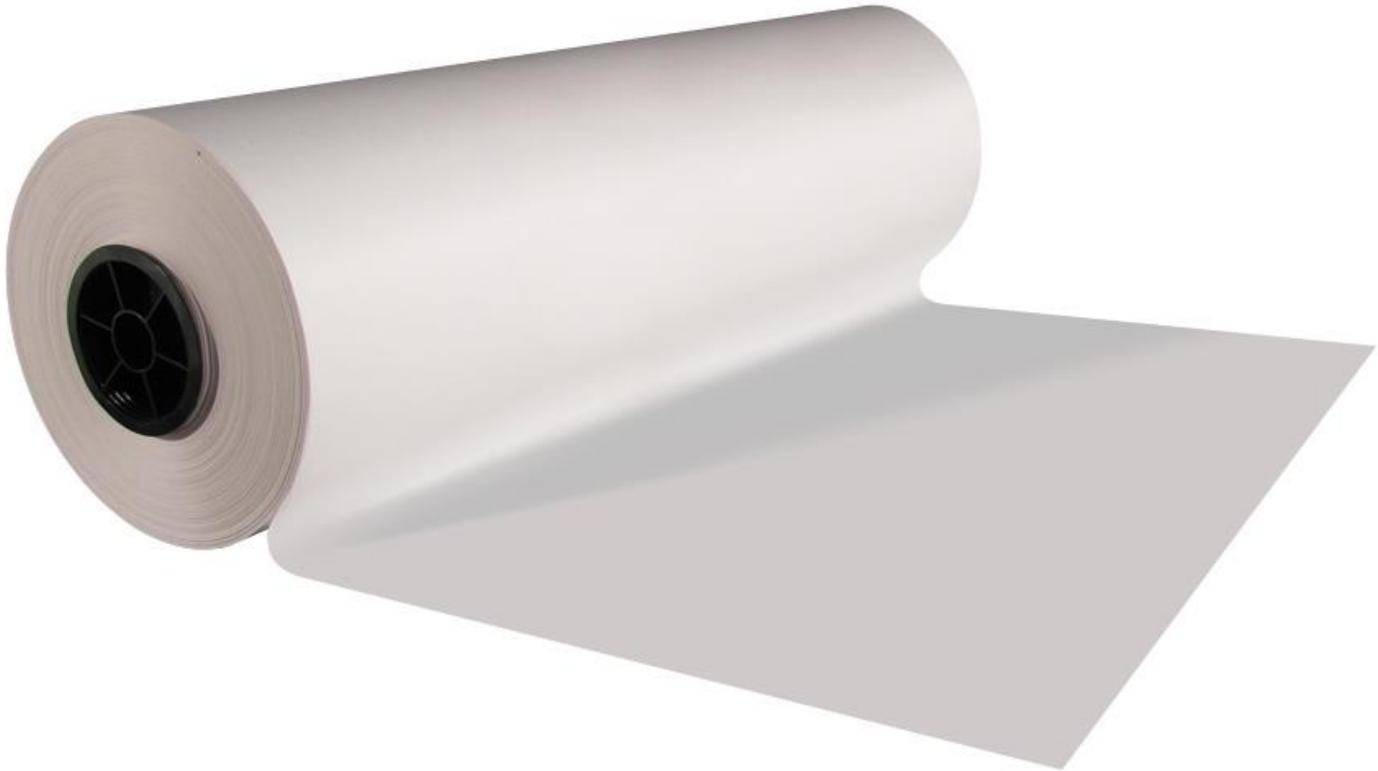
Red Pen: Questions, Clarifications, Notes



“Lift Off”

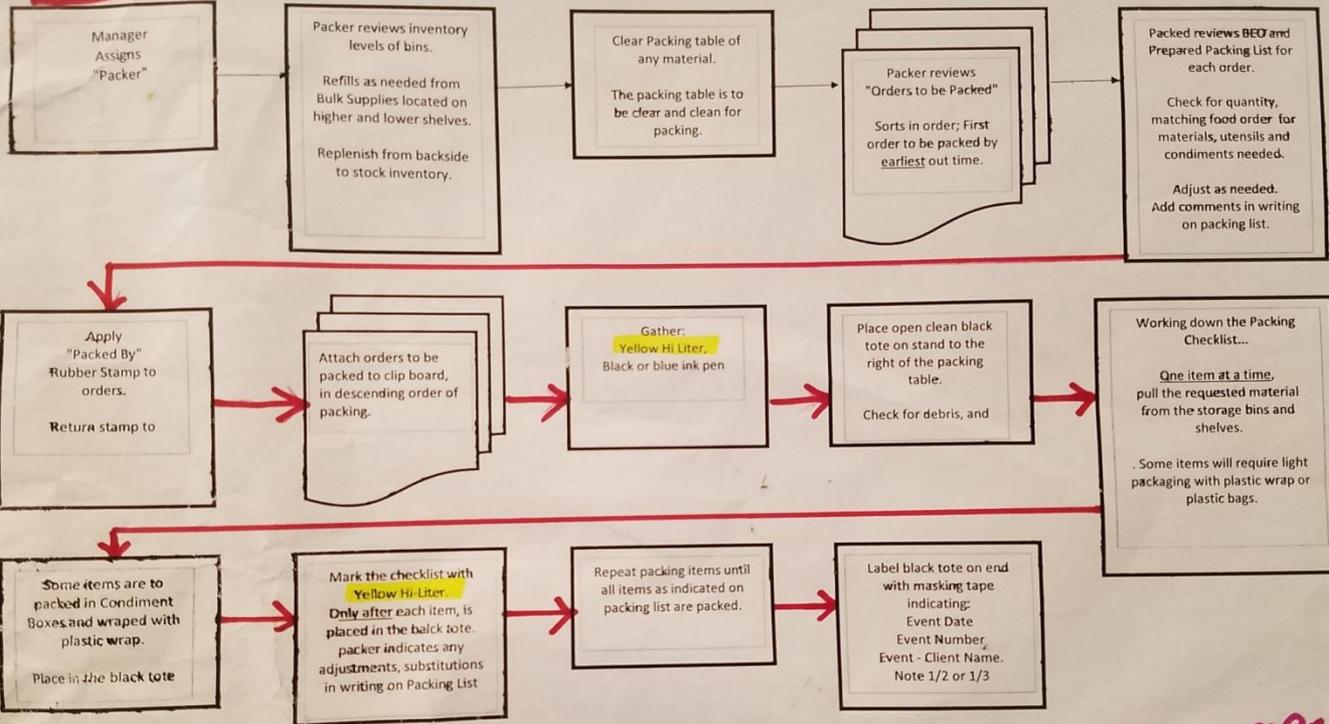


Use Mind Mapping to Brainstorm create and Details



Packing Process Map: Write Out The Process For All To See!

START



SOP: How to Pack Corp. Drop Off Orders

Prepared: Revised:

UNDER CONSTRUCTION

*# ON TAPE
NOTE: START & STOP TIMES*

Driver stamp
No drinks or eating STATION

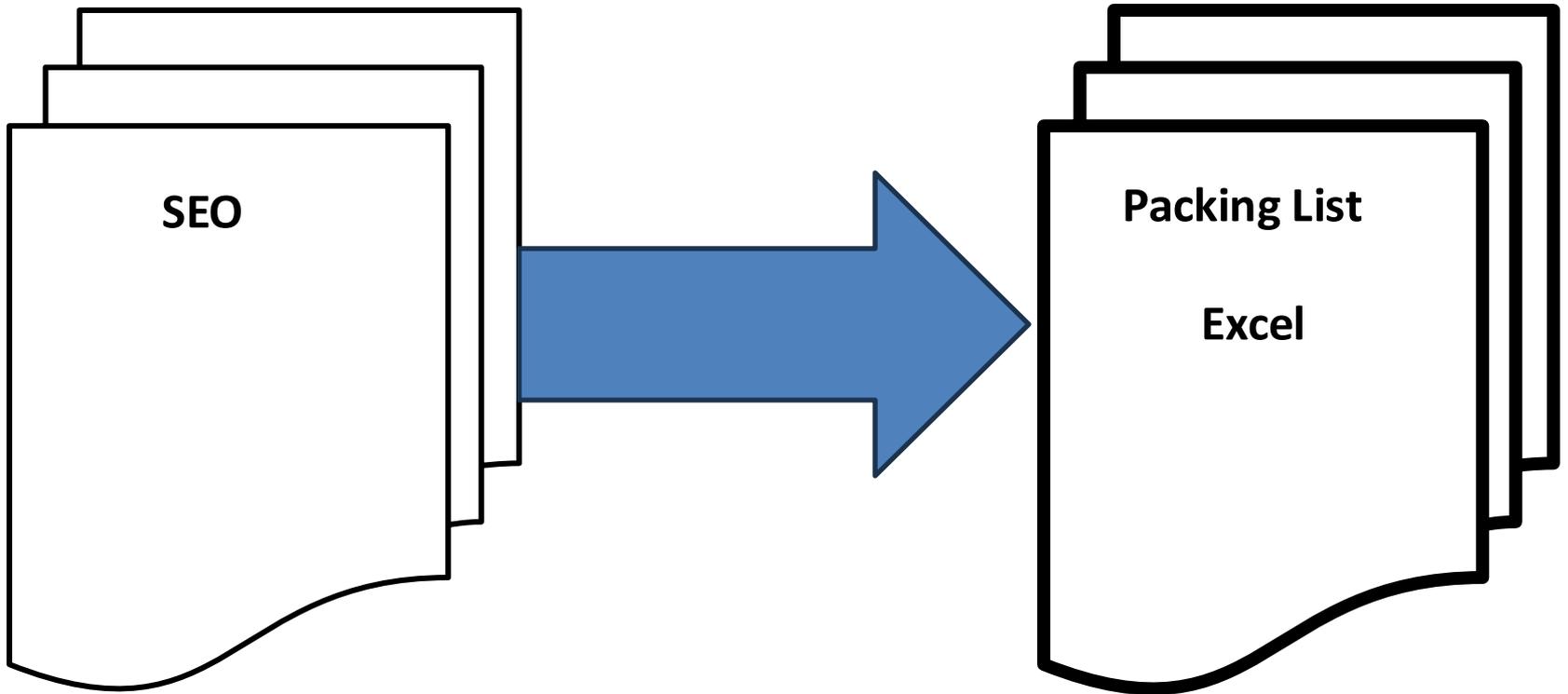
No #

DM Lot
LOT TO

Basic Process Flow Chart



Value Stream Map: Customers, Suppliers, Information flow, Product-Materials-equipment flow and timing.

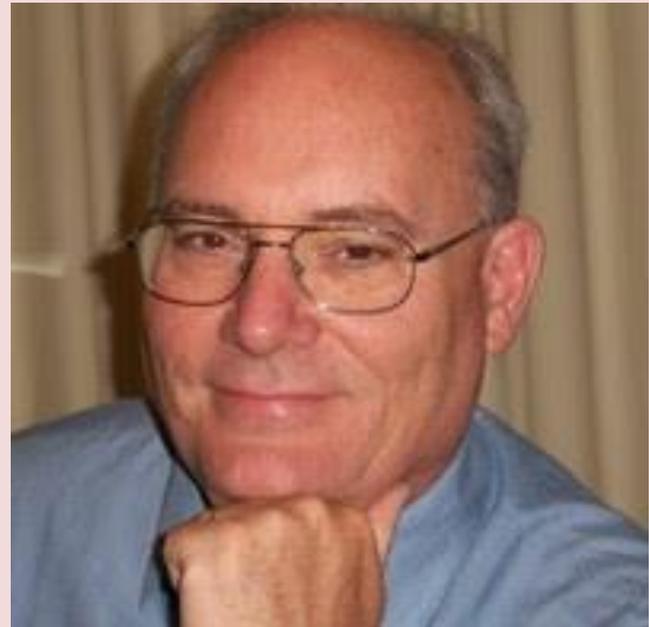


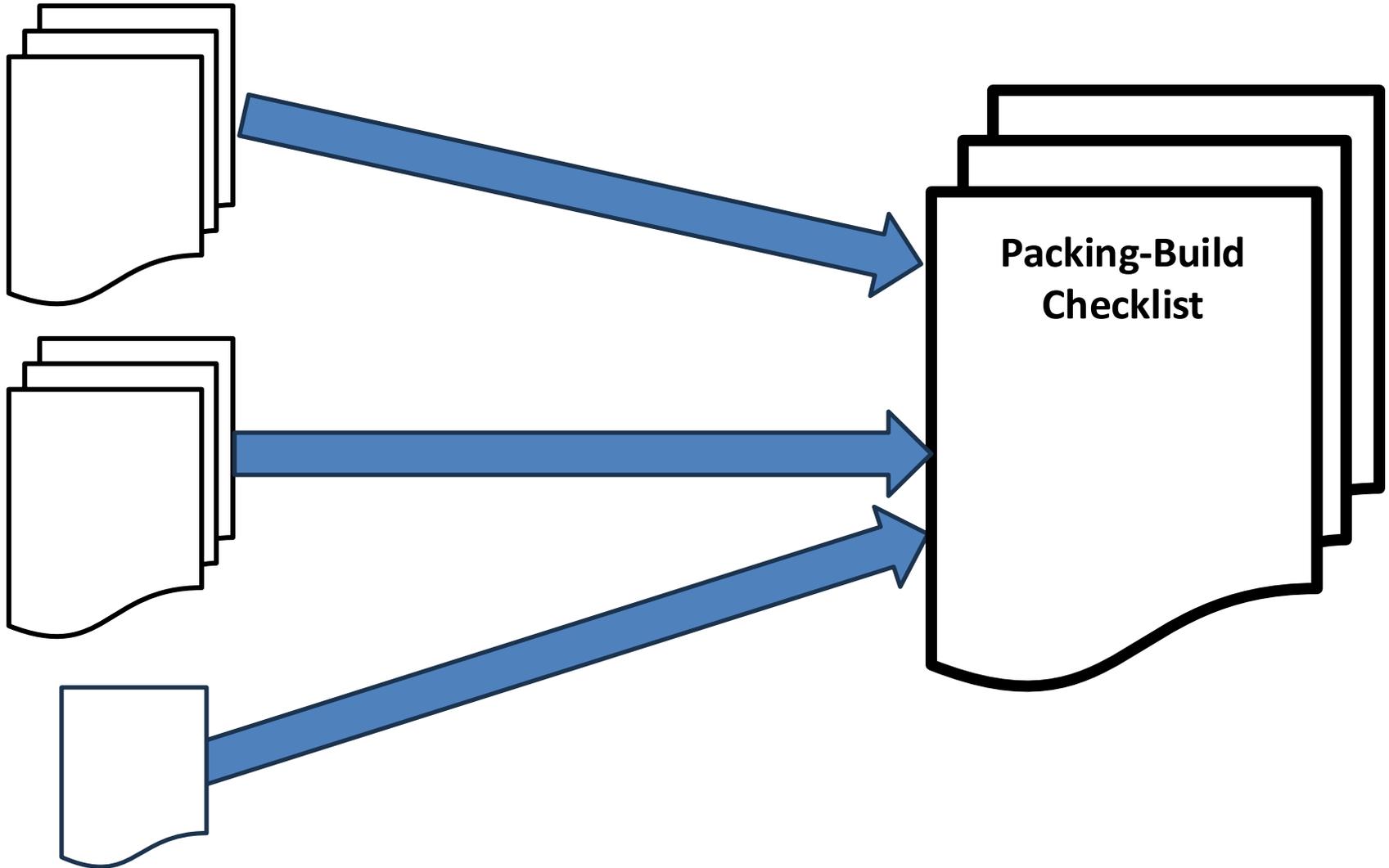
Extract and Transfer Information

What is needed to execute?

**“When Catering,
details matter”**

– Roy’s Rule #8





Extract and transfer the information

What is needed to execute?

FAQ's...

Special Event Packing List - Cover Sheet

Event Date:		Departure Time:	AM PM
Event Job #:		Vehicle 1:	
Event Name:		Vehicle Driver	
Location:		Vehicle 2:	
Sales Rep.:		Vehicle Driver	
List Prepared By:		Packed By:	
Event Details			
Guest Count:			
Dining Tables: Qnt			
Bars: Qnt			
Staff Count:			
Service Methods			
Tray Passing Hd's	No	Yes	
Tray Passing Bev.'s	No	Yes	
Buffet (s)	No	Yes	
Plated	No	Yes	
Stations	No	Yes	
Other	No	Yes	
Rentals by Others:		Company	Delivery
Packing List Attached	No	Yes	CC Supplier
Special Notes:			

Adding Value...

- Add Colum for the item(s) price: Rental Value
- Add up and usually see a 22%+ increase in sales.
- Adjust your pricing accordingly!

Last Line of Defense

Before You Go Checklist

Event Date: _____		Client's Name: _____	
Event Number: _____		Event Name: _____	
Departure Time: _____		AM PM	
Vechile 1	Driver: _____	Leave @	AM PM
Vechile 2	Driver: _____	Leave @	AM PM
Vechile 3	Driver: _____	Leave @	AM PM
Event Manager: _____		Cell Phone: _____	
Vehicles Loaded By: _____			
	Checked	Loaded	
Food - Ambient:			
Food - Cold:			
Food - Hot:			
Beverages:			
Flowers:			
Ice:		Containers	Lbs. Bags
Other:		_____	
What Else?			Loaded
1			
2			
3			
4			
5			
6			
Notified Mgr of leaving? Yes	Time Left: _____	AM	PM

			Salad Station		
	Source	Qty	Item	Notes	RTN
1					
2	Kitchen	1	Photos, Layout Drawing	Typical	
3	SPR	1	8' Bar	(Front)	
4	SPR	1	Can, Trash		
5	Kitchen	2	Liner, Trash Can		
6	Kitchen	1	Block, Butcher	Large Salad Wood	
7	Kitchen	1	Paper, Brown Parchment	Cut to Size	
8	Kitchen	1	Scissors		
9	Kitchen	4	Tongs, Long	Serving	
10	Kitchen	1	Bowl, Mixing		
11	Kitchen	1	Bottle, Squeeze	Salad Dressing	
12	Rental	200	Forks, Salad		
13	Kitchen	100	Napkins, Paper Beverage	Black	
14	Kitchen	1	Box, Wood, Small	Napkin Holder	
15	Kitchen	2	Basket, Metal	Salad forks	
16	Kitchen	150	Bowls, Aluminum		
17	Kitchen	1	Bowl, Small Black & White	For Herbs	
18	Kitchen	4	Boxes, Wood	Risers	
19	Office	1	Signage	"Salad Station"	
20					
21					



Supervisor Kit **Salad Station** Fried Barbunia Station Yakitori Station Taco Station Sheet2 Sheet6 Jerusale ... +

Reality Check....

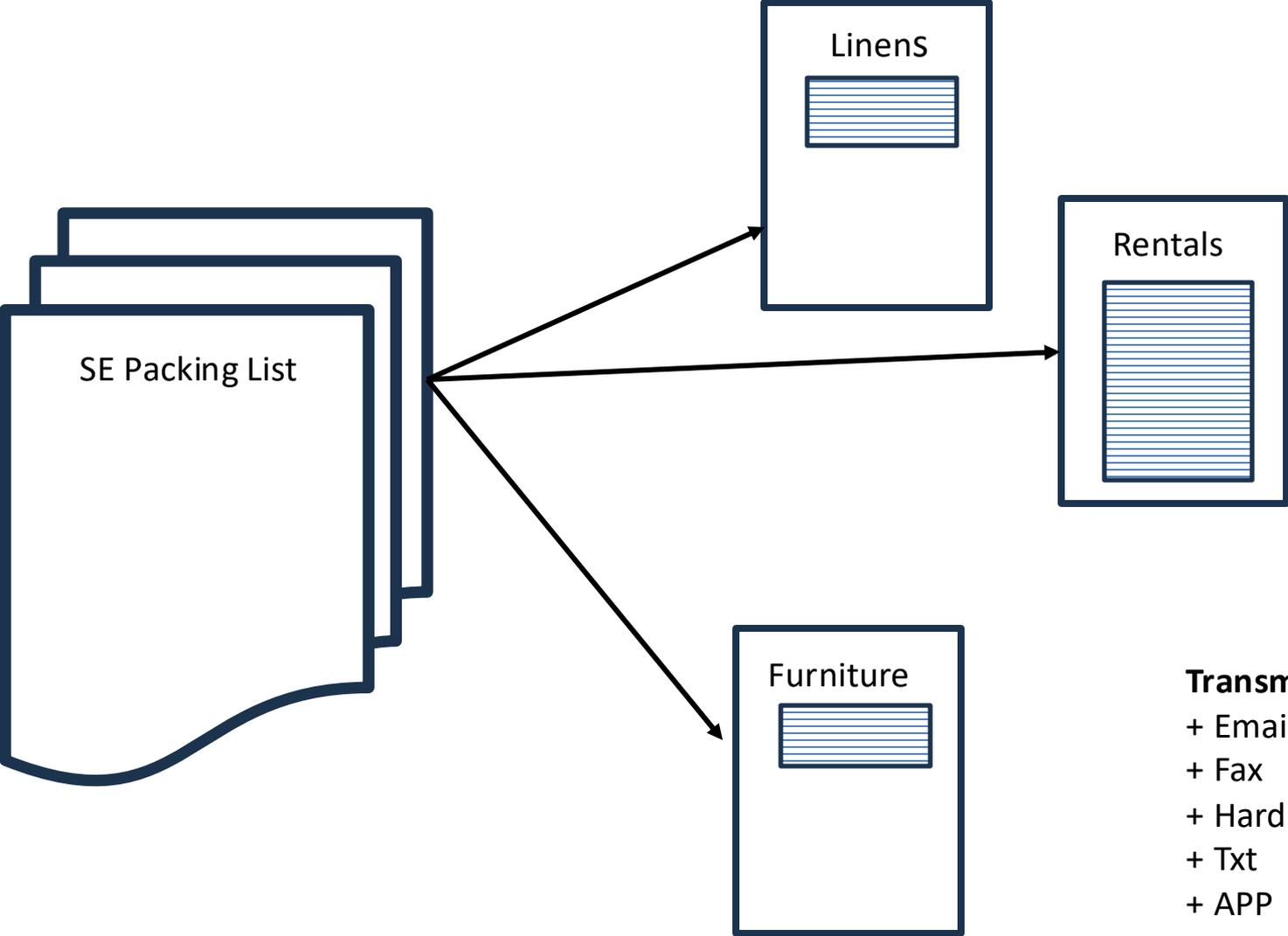
**Management Software:
Update contents and pricing**

Checklist building by exception!

Excel Library

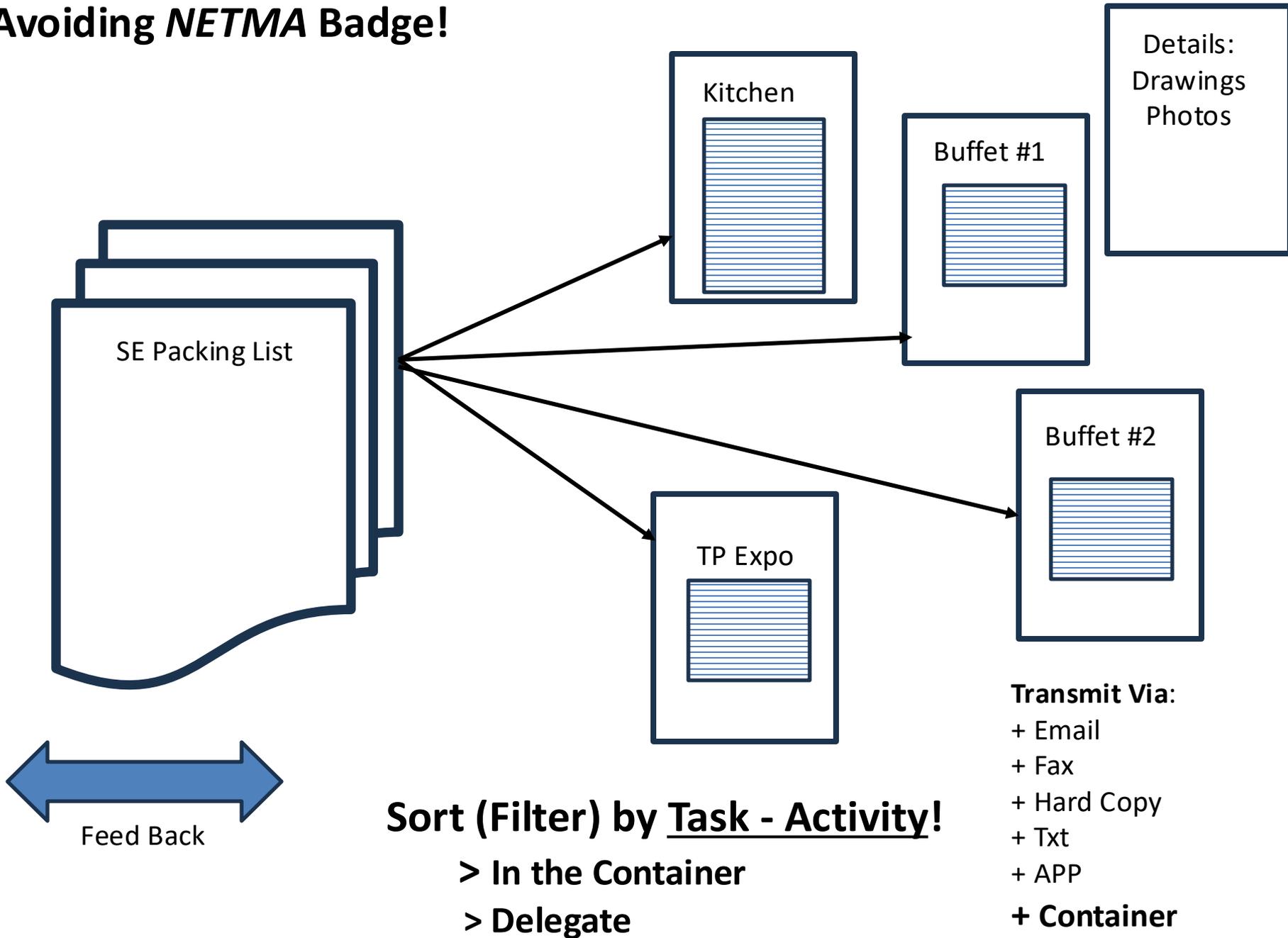
Checklist building by exception!

Avoiding *NETMA* Badge!



Sort (Filter) by Source (Supplier)!

Avoiding *NETMA* Badge!



SE Packing List

Kitchen

Buffet #1

Details:
Drawings
Photos

Buffet #2

TP Expo

Feed Back

Sort (Filter) by Task - Activity!

> In the Container

> Delegate

Transmit Via:

+ Email

+ Fax

+ Hard Copy

+ Txt

+ APP

+ Container



Los Angeles 1640 W 190th St Los Angeles, CA 90501 310.202.0011 bright.com	West Los Angeles Orange County Santa Barbara San Diego Palm Springs	10531 W Pico Blvd, Los Angeles, CA 90064 660 Baker St, Ste B-101, Costa Mesa, CA 92626 1120 Mark Ave, Carpinteria, CA 93013 7089 Consolidated Wy, Ste 300, San Diego, CA 92121 72009 Metroplex Dr, Thousand Palms, CA 92276	310.202.0011 714.540.6111 805.566.3966 858.496.9700 760.343.5110
---	---	---	--

Order By:

- > Task
- > Activity
- > Drop location

QUOTE 1560934	RESERVATION 254573-33	DELIVERY
RENTED TO:	DELIVERY LOCATION:	DATES/TIMES:
[REDACTED]	BARKER HANGER 3021 AIRPORT AVE SANTA MONICA CA 90405	DEL Window: 8:00 AM - 10:00 PM Delivery/Out: 10/07/22 Fri Event Time: Event: 10/08/22 Sat PU Window: 8:00 AM - 12:00 PM Pick-up/in: 10/09/22 Sun

Ordered by: [REDACTED]	PO/Job # BARKER HANGER 10/8	Consultant: GILLIAN	MOD by: RBD
Phone: [REDACTED]		Salesperson: JULIO	

Sign up for an account to manage your orders at www.bright.com - Download our new app to track your deliveries in real time.

Qty	Item Description	Unit Rate	Total
DROP LOCATION: DINNER TABLETOP			
- DINNERWARE -			
Bright provides Dinnerware in quantities of 5's			
1,310	PLATE DINNER 10 3/4" WHITE RIM (entrée)	1.00	1310.00
2,620	PLATE DINNER 10 3/4" UNION SQUARE 1310 For Salad, 1310 For Dessert	1.20	3144.00
5	BOWL SOUP 9" WHITE RIM	1.10	5.50
- SERVING -			
128	SALT & PEPPER PETITE CHROME TOP GLASS	4.05	518.40
8	TUB CHILLING 13" X 9"(H) ROUND STAINLESS	23.50	188.00
- LINEN & FABRIC -			
1	-BAG FOR SOILED LINEN/CHAIR PADS		0.00
100	NAPKIN 22" X 22" BLACK	1.45	145.00
1,320	NAPKIN 20" X 20" DUPIONE BLACK	3.55	4686.00
- FLATWARE -			
Bright provides Flatware in quantities of 5's			
1,310	FORK DINNER SQUARE STAINLESS	1.15	1506.50
2,620	FORK SALAD SQUARE STAINLESS For Salad And Dessert	1.15	3013.00
1,310	KNIFE DINNER SQUARE STAINLESS	1.15	1506.50
124	KNIFE STEAK LAGUIOLE STYLE	2.40	297.60
DROP LOCATION: COFFEE SERVICE			

www.bright.com THANK YOU FOR YOUR BUSINESS sales-la@bright.com

SIGNATURE BOX - PLEASE READ BEFORE SIGNING
<ul style="list-style-type: none"> • Your signature signifies your agreement to BRIGHT's terms and conditions (attached). • This is your order as we have entered it. Please notify us immediately of any discrepancies. • Please return linens & napkins in the supplied linen bags. Return hangers in the hanger bags. • Please rinse off dirty dishes, glasses & tableware and return them to the appropriate containers. • Please make all adjustments to your order no later than 3 days prior to your delivery date. • For after hour EMERGENCIES, call our 24-Hour Emergency line at (310) 202-0011, then press 1.

Rental Order Directions

> Order By Physical Drop Location

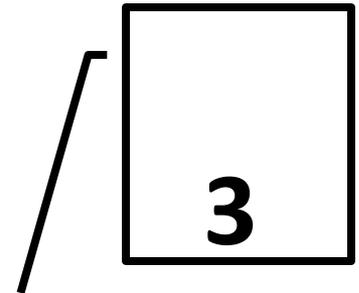
Scullery, Kitchen, Bar #1 Bar #2

> **Specific Quantities** IE Each Glass type at each bar

Include a Map (layout) of the site ,

Match Drops (Names) on orders and layouts

Consider Call Out by Number when space is tight



Rental Company places all materials at specific location!

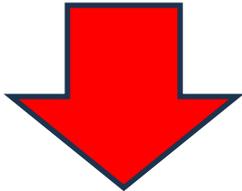
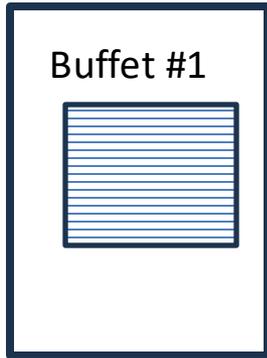
Save labor

Pro Tip: Include Rental Packing List (Without Pricing) in event Binder



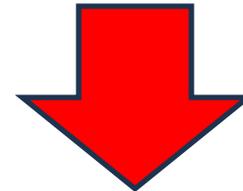
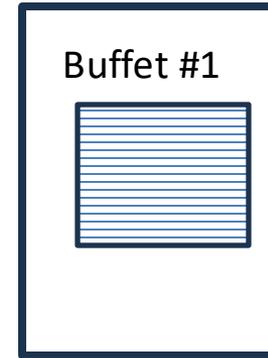
Drop locations Names and Numbers Match Orders

Task Activity Packing List and Directions (Copy)



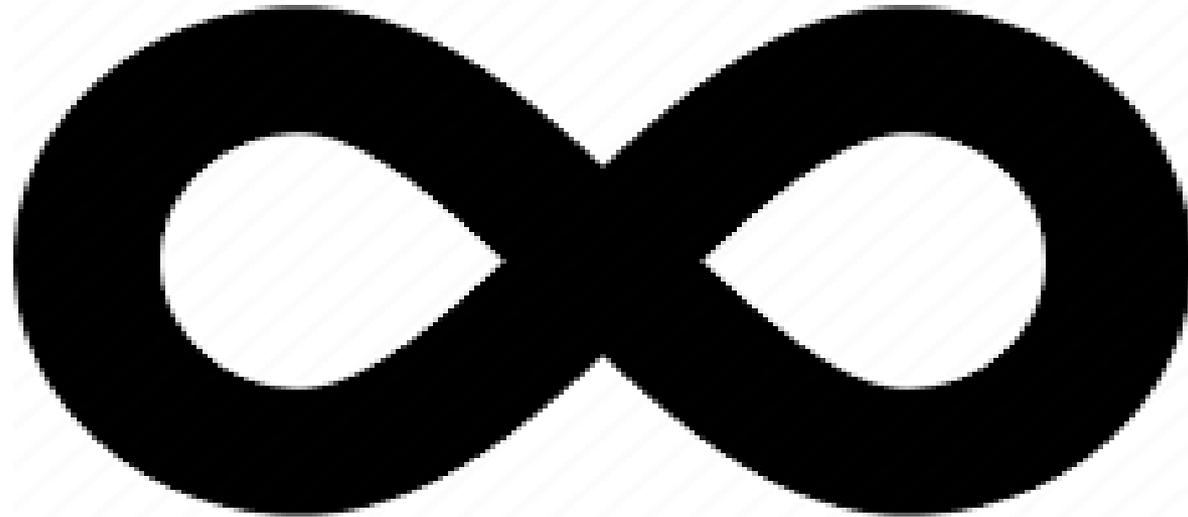
Tote packed for task

Directions & Vision



Event Binder

**Back Up
Feed Back notes**



**Event Packing List Is a living-evolving
or venue specific document!**

Feed back from users!

Avoid Color Coding: World is Text, Graphical, Digital Based

1. Limited Color Differentiation

2. Accessibility Issues

- Color blindness affects 35% of the population.

3. Memory and Cognitive Load

4. Inconsistencies in Implementation

5. Dependency on Specific Tools

6. Scalability Issues

7. Environmental & Printing Constraints

8. Lack of Universal Understanding

9. Does Not Work Well for Text-Heavy Content



PANTONE®

Use Painters (Removeable) Tape



Pro Tip:

Green: Kitchen
Orange: Operations
Avoid: Dark Blue use Light Blue



Stainless-Kitchen



Tadpole



Labeling Totes for Special Events

Coming soon...

Automate
printing with
software, printer
and removable
3" X 5" label



#	Label	Example
1	Event Date	012-20-25
2	Job Number	#12786
3	Client Name	Johnson
4	Event Occasion	Wedding
5	Delivery Location	Kitchen
6	Usage	Tray Passing
7	Contents (Free Style)	Trays
8	QR – Bar Code (Optional)	
9	Container Count	1/3

Labeling Totes Automated

Coming soon...

**Automate
printing with
software, printer
and removable
3" X 5" label**

Contents

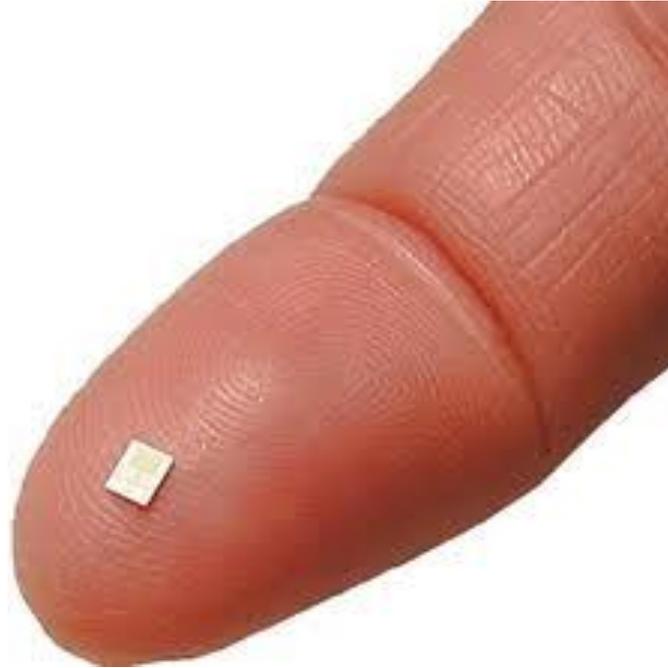
Contents

Menu



**Labeling Kitchen
Packing Automated**

New for tracking and inventory



**RFID Chip For Tracking Assets and Inventory
Printing RFID Chip (ink) is the newest trend**



Previous Packing Space



Plenty of clutter...



Shared space, stuff gets missed...



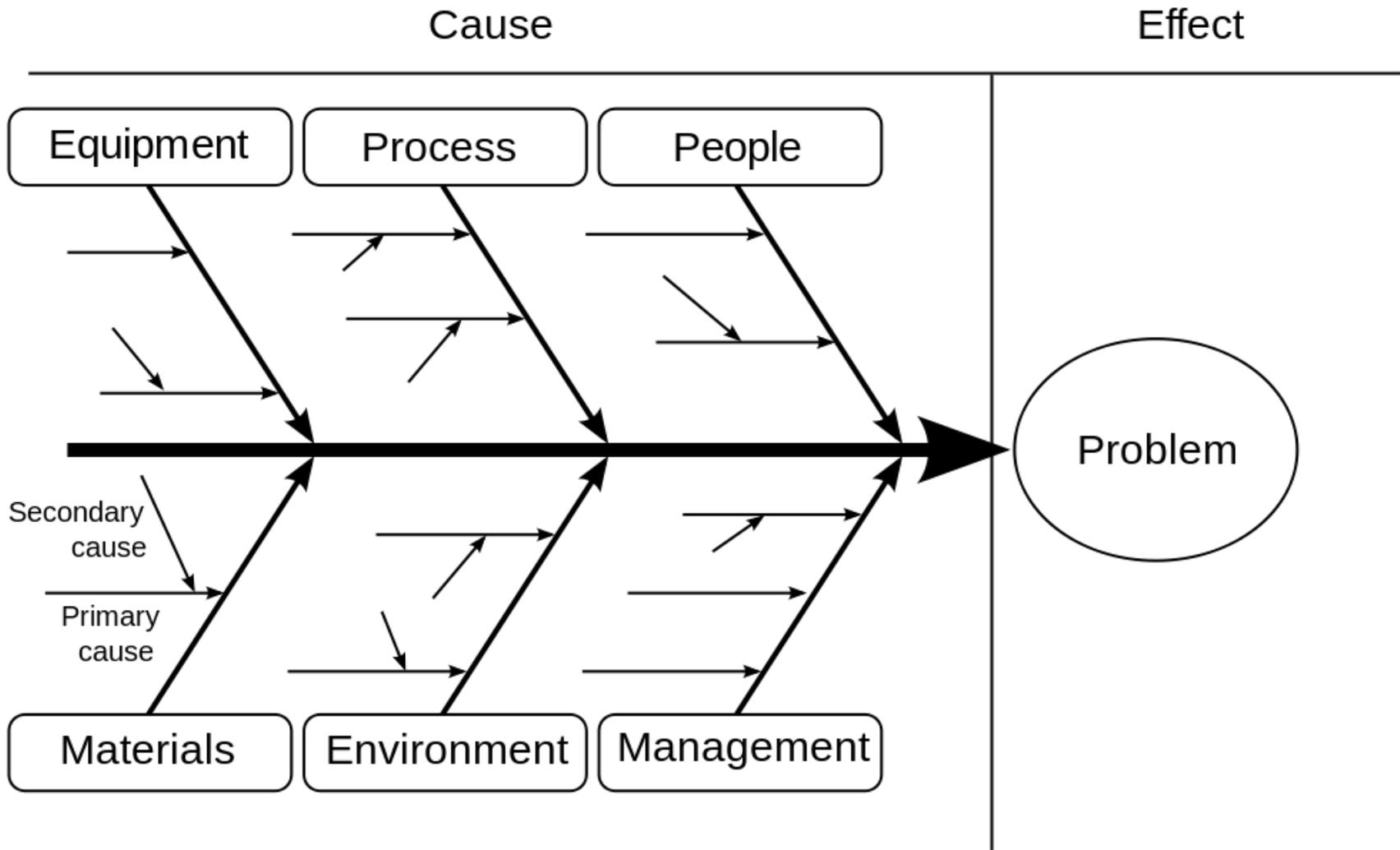
Stopwatch



Pedometer

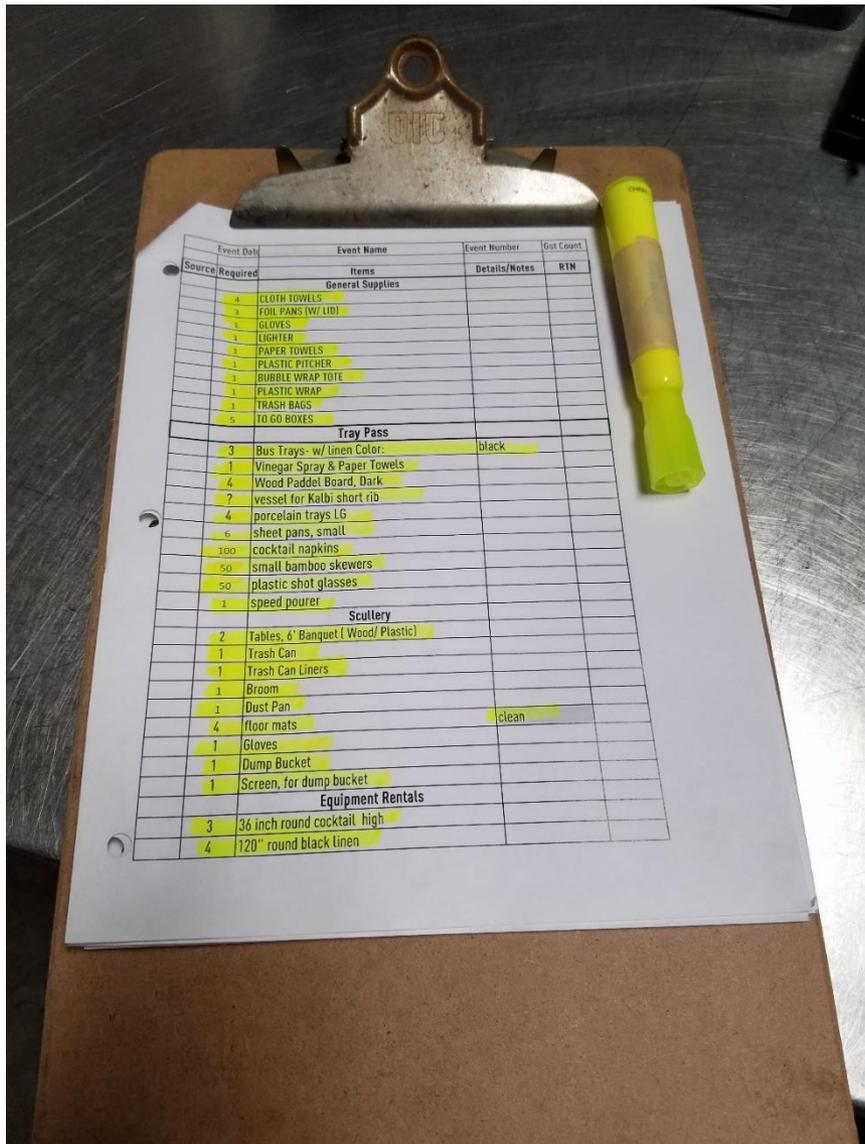


Packing Team Operates Like a NASCAR Pit Crew



Problem Solving Technique: Fish Bone Chart

Ask: The Process or The Person?



Yellow Only

Packing List, Clip Board and Yellow Highlighter



Event Packing Puch V2



Packing Tools

- + Pouch
- + High Lighter
- + Canary Box Cutter
- + Binder Clip
- + Gloves
- + Carabiner
- + Tape 1"
- +Tadpole Tape Cutter

Packing Holster-Pouch V3



The Blue Light

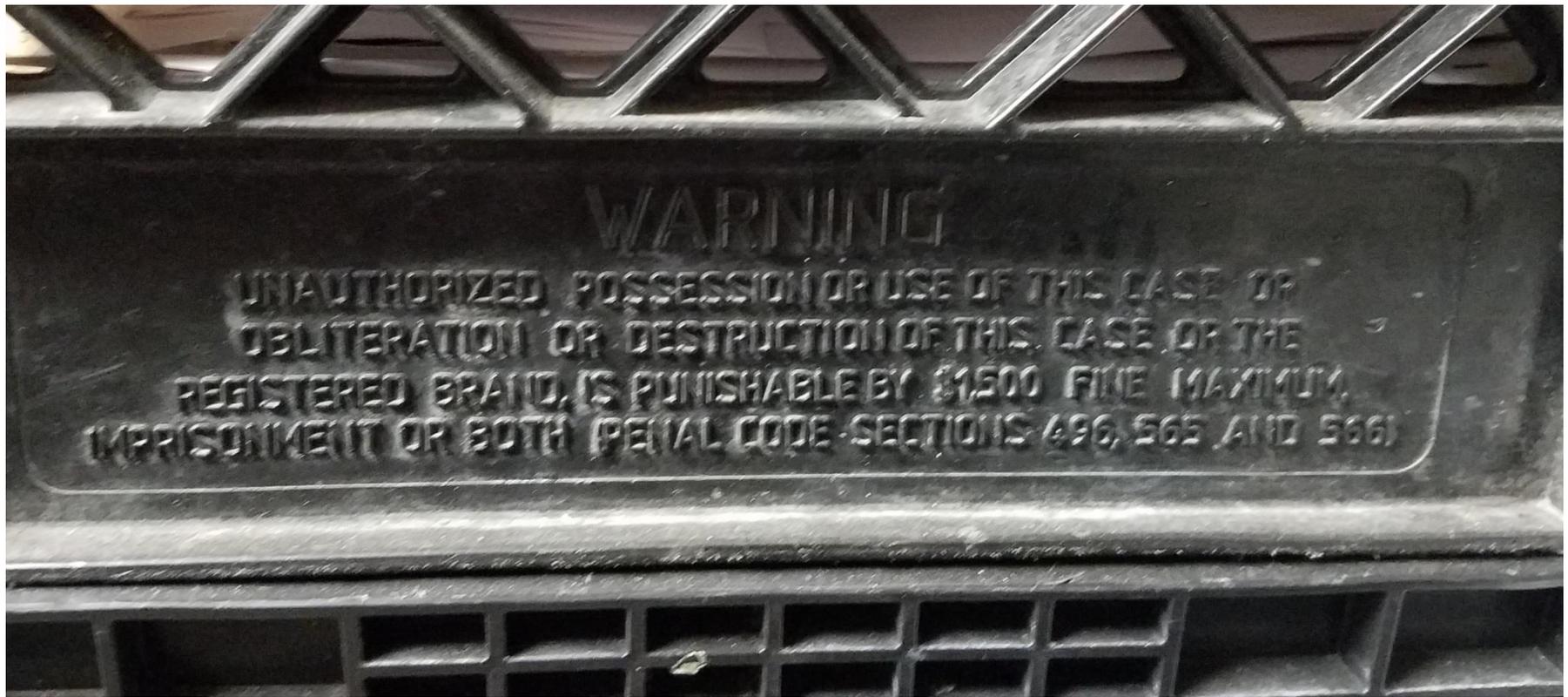


Packing Vest

Avoid Distractions and Interruptions



Modular Packing By Task and or Association



Avoid using milk crates unless you own them



Avoid



Reasons for Using Attached Lid Totes!

- > Modular or compartmentalize
- > Encourages delegation
- > Protects during transport, weather, crushing
- > Manages weight
- > Organize by associated task or activity
- > Stackable, saving space
- > Nestable, saves space
- > Hand carry, hand truck, dolly, cart, palletize
- > Contain spills; wash, clean and sanitize



Attached Lid Totes

ULINE

1-800-295-5510

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[Home](#) > [All Products](#) > [Bins and Totes](#) > [Totes / Plastic Storage Boxes](#) > [Round Trip Totes](#)



[Enlarge & Video](#)

ROUND TRIP TOTES

Damage protection ensured. Stackable on pallets.

- Cube out trucks.
- Tough plastic construction.
- Easily label for identification.
- Hinged, fold-over lid for easy stacking and nesting.

ROUND TRIP TOTES

Green, Gray, Red, Blue, Black or Yellow

MODEL NO.	OUTSIDE TOP DIM. L x W x H	INSIDE TOP DIM. L x W x H	CUBIC FT.	WT. (LBS.)	PRICE PER TOTE (MIN. 3)			ADD TO CART
					3	12	24+	
S-19665	11.8 x 9.8 x 7.7"	10.1 x 7.8 x 6.5"	0.3	2	\$17	\$16	\$15	Specify Color
S-12676	15.2 x 10.9 x 9.7"	13.8 x 8.9 x 8.8"	0.6	3	18	17	16	Specify Color
S-13499	19.7 x 11.8 x 7.3"	17.7 x 10.1 x 6"	0.7	3	18	17	16	Specify Color
S-20588	21.8 x 15.2 x 9.3"	19.9 x 14.2 x 8.4"	1.4	5	19	18	17	Specify Color
S-25644	21.8 x 15.4 x 12.3"	19.8 x 13.8 x 11.3"	1.7	6	\$19 each any quantity			Specify Color
S-14363	21.8 x 15.2 x 17.1"	19.8 x 13.8 x 15.8"	2.2	7	23	22	21	Specify Color
S-9745	26.9 x 16.9 x 12.5"	25.2 x 15.5 x 11"	2.3	8	28	27	26	Specify Color
S-9746	23.9 x 19.6 x 12.6"	22.5 x 18 x 11.5"	2.7	9	31	30	29	Specify Color
S-20589	27.9 x 20.6 x 15.25"	26 x 19 x 14"	4.0	13	51	49	47	Specify Color
■ S-12677	30 x 22 x 20.5"	28.7 x 20.8 x 18.8"	6.1	17	106	103	100	Specify Color

■ SHIPS VIA MOTOR FREIGHT

Best for Bar (Beverage) 80%

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[Home](#) > [All Products](#) > [Bins and Totes](#) > [Totes / Plastic Storage Boxes](#) > [Round Trip Totes](#)

Round Trip Totes - 19.8 x 13.8 x 15.8"

Select a color: Gray

Select



[More Images & Video](#)

Note Footprint for stacking



Packing Totes Other Mfg.'s
Akro-Mils (39170), Buckhorn, Orbis, Uline



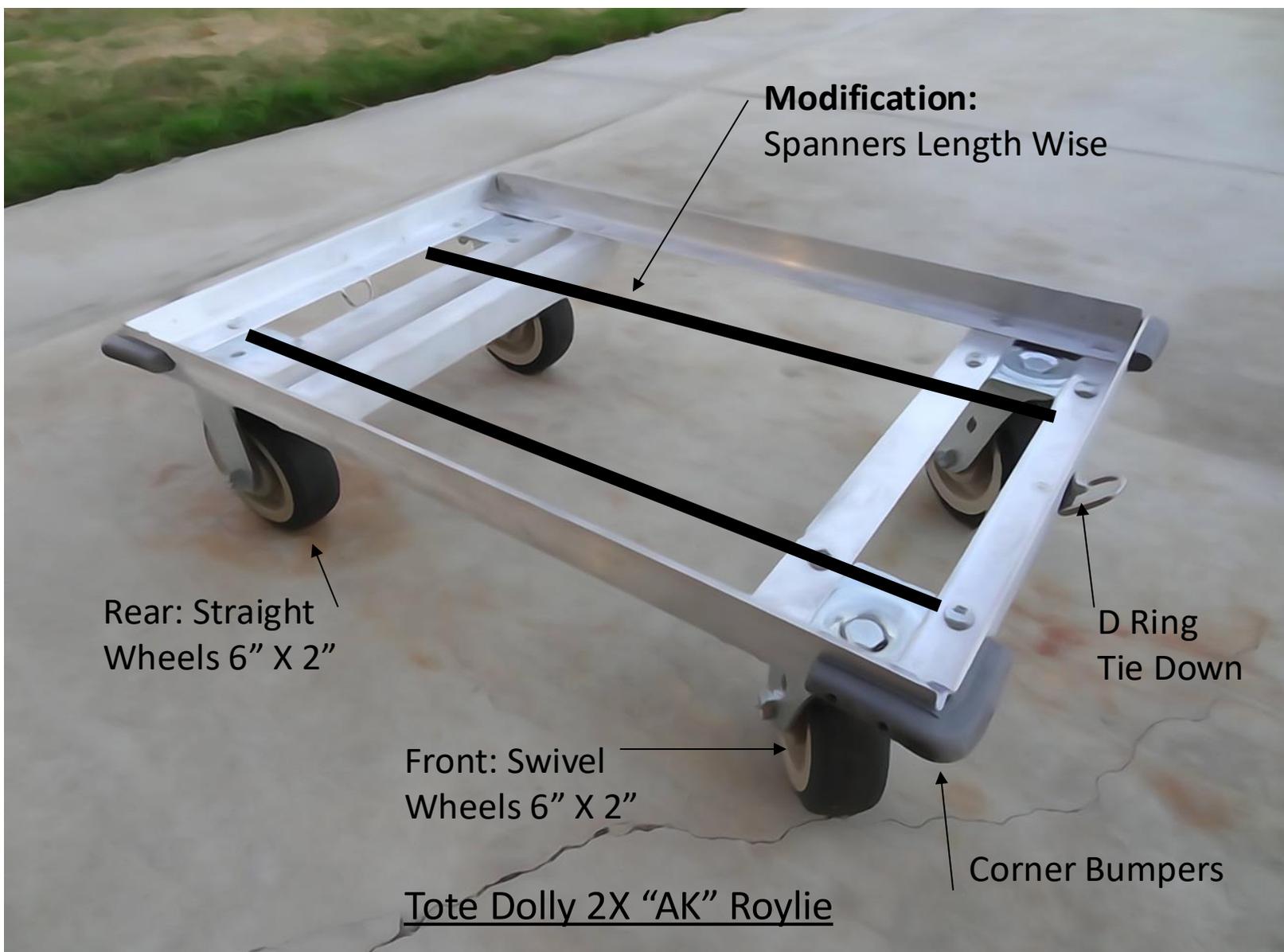
Started with 10 Totes... 500+ Now



Materials In Tote... Totes On Roylie.



8 Totes / 1 person



Tote Dolly "AKA" Roylie

Harbor Freight (Franklin) Dolly = NO

Snap-Loc = Yes!

Furniture Dolly = NO



6" X 2" Wheels

> 2-Straight

> 2-Swivel – With Brakes



Snap-Loc All Terrain Dolly

Clam Buckle Strap >20' Long



Totes Going Mobile



Tall bottles fit inside



Easy to see and transport



Stack'em

Super Crate for Beverage Transport & Service

milkcratesdirect.com

Best for Chafing Dishes and Decor

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Search

line Products	Quick Order	Catalog Request	Special Offers	About
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Bins and Totes > Totes / Plastic Storage Boxes > Round Trip Totes

Round Trip Totes - 22.5 x 18 x 11.5"



Select a color: Gray



Select

[More Images & Video](#)

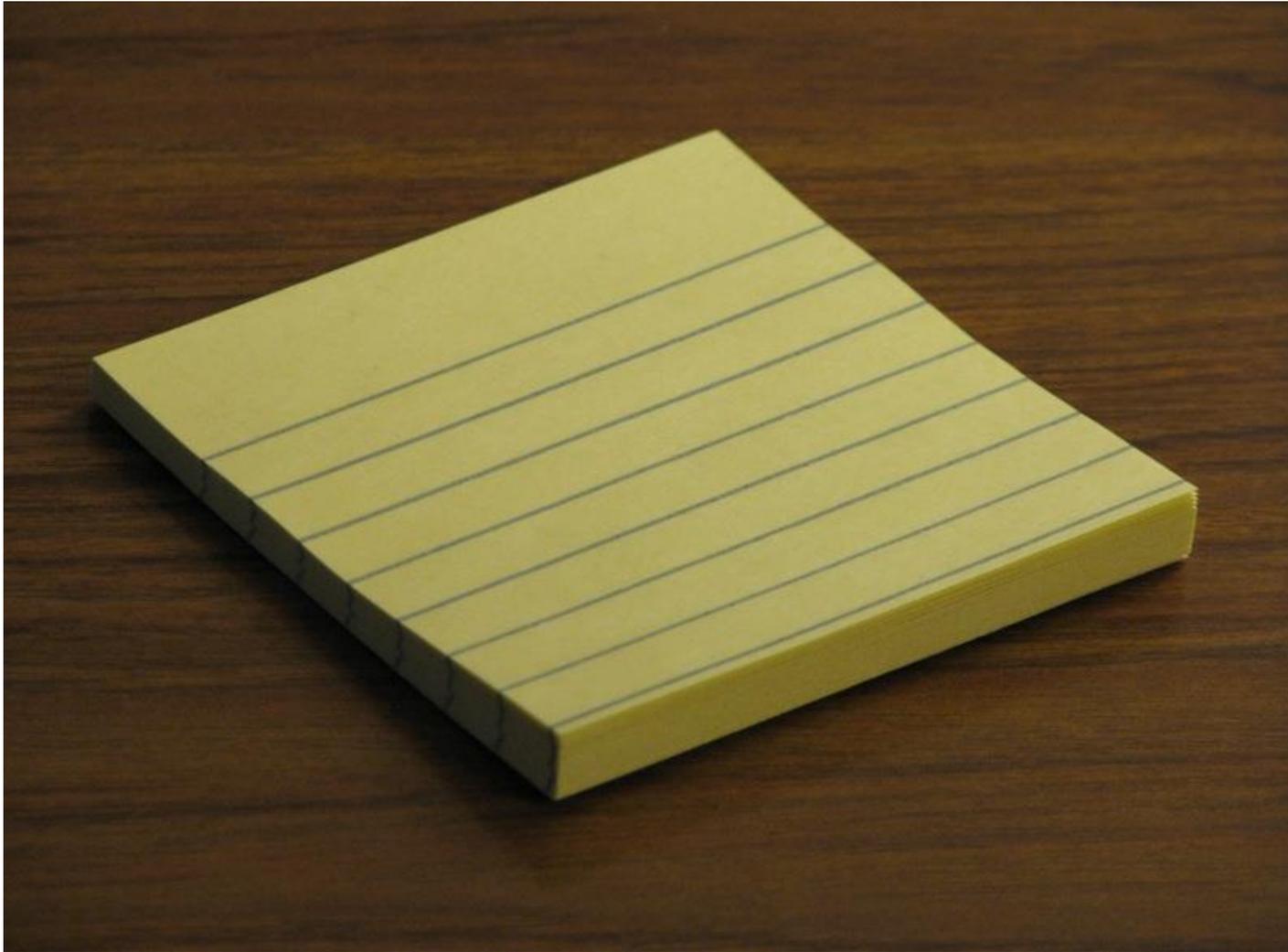


Better



Improved

Packing Chafer



Label utensils, bowls platters with Post It notes



Photo attached to the tote



Packing Ahead of Schedule



Packing For Loading; 22-3-Gal inserts Matzo Ball Sour



Breakfast for 3,000 in a 22' Box Truck



Place Opened Totes 3'- 4' From Use...



“Begin with the end in mind.” Packed Totes.



Improved Packing Station Overview

Warehouse: Top

Admin



Warehouse: Bottom

Grocery Store



**Kan ban = Sign-Board
Inventory System**



Packing Table...

Thu / PAG BMW [Crevier BMW]

BEO
OPERATIONS
Last Revised:
2/24/2020

Client/Organization PAG BMW	Event Date 2/27/2020 [Thu]	Site Contact Amanda Escalera	Site Cell	Event # E31594
Party Name Crevier BMW		Theme Delivery	Site Tel (657) 231-5009	Guests 13 (Act)
Party Name Crevier BMW	Sales Rep Maggie McDowell	Theme Delivery		

Site Locations

Site Name	Site Address
PAG BMW Santa Ana 1330 auto mall drive	bmw new car conference room , Santa Ana, CA 92705

Directions

55 to Edinger Ave...through light BMW on left

Date	Ready By	Departure	Arrival	Timeline			Description
				Start	Serving	End	
2/27/2020-Thu	9:45 am	10:15 am	11:00 am	11:30 pm	11:30 pm	11:30 pm	Lunch Buffet

Food/Service Items

Food/Service Items

Crevier BMW New Car Conference Room
Canyon Arrival: 1100am
Serve Time: 1130am

Food/Service Items	Qty
Deli Sandwich Buffet	12
Choice of Bread (Select 3)	4
Whole Wheat	4
Sourdough	4
2 Mini Rolls	4
Roasted Turkey Breast	4
Roast Beef	4
Chicken Salad	12
Housemade Kettle Chips - Select	12
Mixed Green Salad - GF	
INDIVIDUAL SALADS - Select	1
Harvest Salad	

2/27/2020 - 6:00:36 AM

Thu 2/27/2020 Delivery E31594 9:45 am

Thu / VERITONE [Deli Lunch - EXECUTIVES]

BEO
OPERATIONS
Last Revised:
2/21/2020

vip executive meeting

Client/Organization VERITONE	Event Date 2/27/2020 [Thu]	Site Contact Nicole Cormier	Site Cell	Event # E31465
Party Name Deli Lunch - EXECUTIVES		Theme Executive Set Up	Site Tel (949) 338-6940	Guests 18 (Act)
Party Name Deli Lunch - EXECUTIVES	Sales Rep Maggie McDowell	Theme Executive Set Up		

Site Locations

Site Name	Site Address
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Lunch Buffet - Thursday, February 27, 2020 - 11:00 am

Veritone INC 575 Anton Blvd Suite 100 , Costa Mesa , CA 92626

Directions

CLEAN UP BREAKFAST FIRST THEN SET UP LUNCH
7:30am - 4:30pm:

We can call your team through to our 1st floor reserved parking in the parking structure. See attached. This allows for quick and easy setup and teardown. We can walk you through the front or rear lobby very easily.

Before 7:30AM or After 4:30PM :

Your team can let themselves through our loading dock gate to be let through by our team. Please give them both my and Nicole's cell phone numbers.

PICK UP - Thursday, February 27, 2020 - 2:30 pm

VERITONE 575 ANTON BLVD SUITE 100 , COSTA ESA , CA 92626

Date	Ready By	Departure	Arrival	Timeline			Description
				Start	Serving	End	
2/27/2020-Thu	9:00 am	9:30 am	10:15 am	11:00 am	11:00 am	2:00 pm	Lunch Buffet
2/27/2020-Thu	2:00 pm	2:00 pm	2:30 pm	2:30 pm	2:30 pm	2:30 pm	PICK UP

Food/Service Items

Food/Service Items

Lunch Buffet - Thursday, February 27, 2020 - 11:00 am

Sandwich & Salad - EXECUTIVES

Canyon Arrival: 1015AM CLEAN UP BREAKFAST

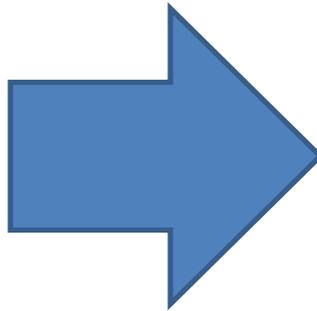
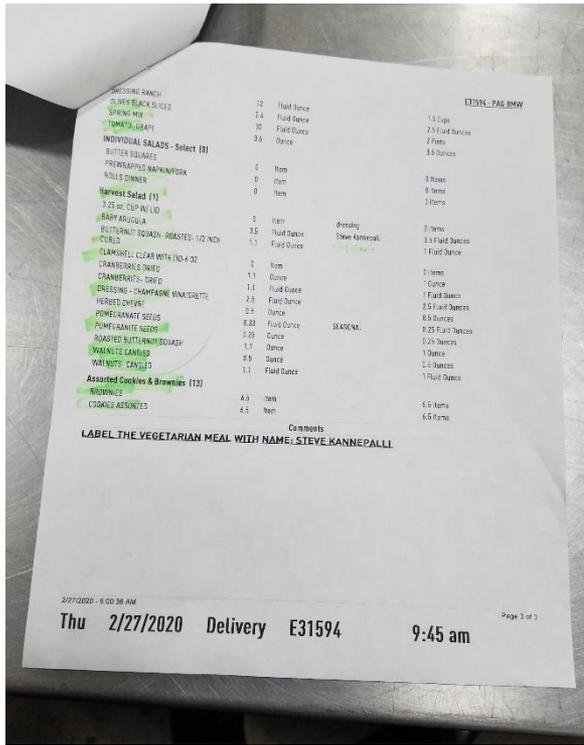
Serve Time: 1100am

Return Pick Up: 200pm

2/27/2020 - 5:59:15 AM

Thu 2/27/2020 Executive Set Up E31465 9:00 am

BEO (SEO)



Tips:
 1 per event
 Staple to BEO
 11 Pt Font Min.
Yellow Highlighter

19 Rev. Canyon Catering
 Packing List - DRAFT
 Drop Off Express

Event # 1594 Client DAL
 Packer A-K Date 2-24-20
 Vehicle 4 Guest Count 13

Pack Start
 Pack End
 Total Time

Qty	Item	Qty	Item	
	Serving		Condiments	
1	Spoon, Serving - Large Black	10	Packet, Salt	
	Spatula, Serving - Large Black	10	Packet, Pepper	
1	Tong, Serving - Large Black	13	Packet, Mayonnaise	
4	Tablespoons - Black	13	Packet, Mustard - Yellow	
3	Tablets		Packet Gulden's Mustard	
18	Plates, Plastic - Black 10"		Packet, Ketchup	
	Plates, Plastic - Black 9"		Packet, Relish - Sweet	
18	Plates, Plastic - Black 6"		Packet, Soy Sauce	
	Bowls, Plastic - Black 12 Oz.		Packet, Tabasco	
			Packet, Cholula	
			Packet, Syrup	
			Packet, Honey	
			Beverage	
18	Forks, HD Plastic - Black			
18	Knives, HD Plastic - Black			
	Spoon, Tea, HD - Plastic Black		Coke	
	Spoon, Demi		Diet Coke	
			Sprite	
	Napkins, Beverage - Paper 4 X 4		Snapple Ice Tea	
26	Napkins, Dinner - Paper White		Water Bottle	
			General Supplies	
	Cups, Plastic - Clear 10 Oz.			
	Cups, Paper - 10 Oz. (Hot)	1	Bag, Trash Liner	
	Lids, Cups, (Match Hot Cups)	1	Gloves, Medium	
	Sugar Caddy	1	Towel, Terry	
	Signs	1	Towel, Paper - Roll	
	Drip Trays	2	Styrofoam Togo Box	
	Joe-To-Go's (labled)	13	Towelettes	
	Large (Regular Coffee)	1	Business Cards	
	Small (Regular Coffee)		Menu/Tent Cards	
	Large (Decaf Coffee)		Misc.	
	Small (Decaf Coffee)		Disposable Chafers	
	Filler Hose		Sternos	
			Lighter	
			Pitcher	
			Black Disposable Linen	
			F400 Water Pan	

Driver@Kitchen

Drop Off Delivery Packing Checklist

Translate & Transfer

Drop Off Driver Summary Sheet

Date: _____
Driver: _____

Canyon Catering
Delivery Driver
On Site Check List

- _____ Driver checks in with client - designate.
- _____ Provide "New" customer packet
- _____ Set out the food and items
- _____ Plates
- _____ Salads
- _____ Vegetables
- _____ Starch
- _____ Proteins
- _____ Desserts
- _____ Condiments
- _____ Flatware
- _____ Beverages
- _____ Check all Totes & Food Transport Boxes for delivery items
- _____ Check BEO: Against what is out
- _____ Call Drop off Manager for any issues to resolve
- _____ Collect all debris and remove
- _____ Shoot photo of completed set up. Txt to manager.
- _____ Review set up with client. ApprovedX _____
- _____ Gratuity (optional) add to invoice \$ _____

- _____ Park, unload and clean vehicle
- _____ Driver comments regarding this delivery for improvement.

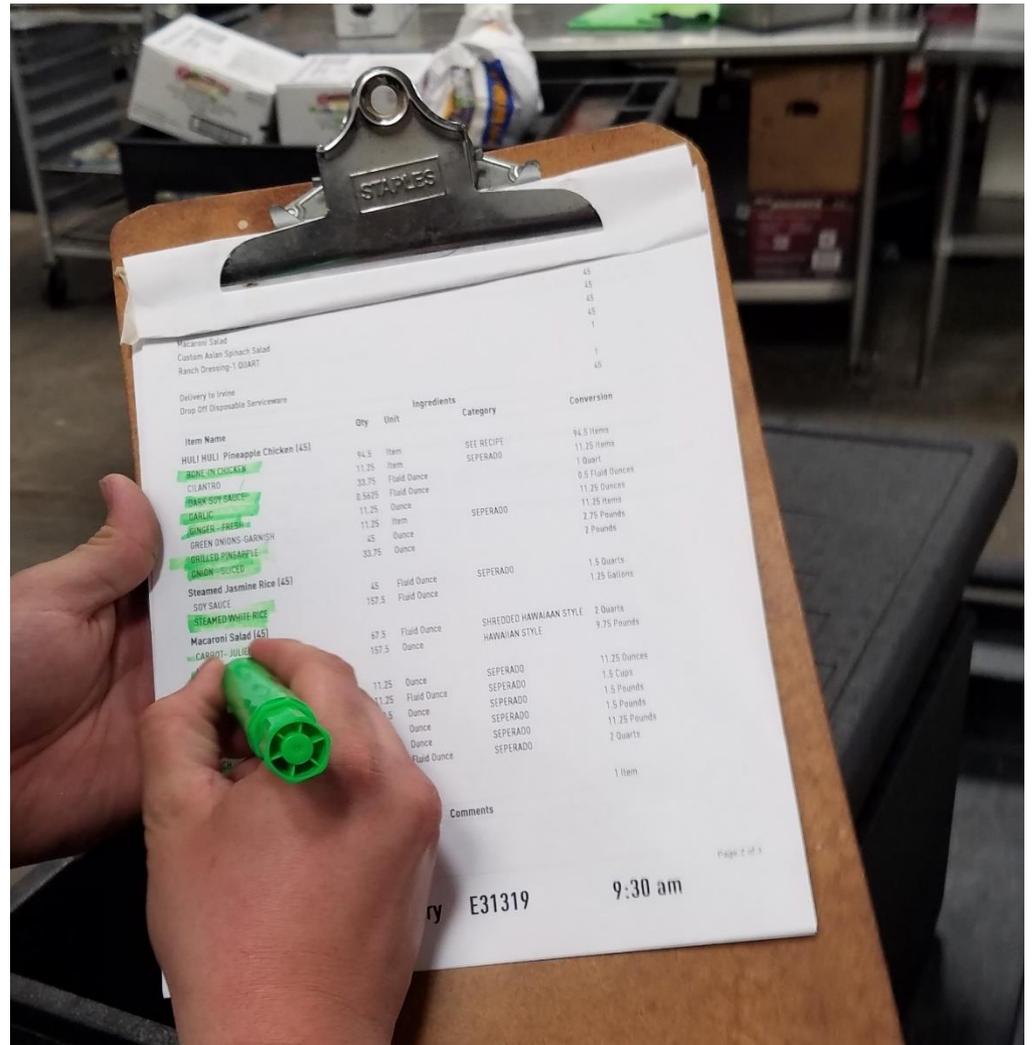
- _____ Give paperwork to Corp. Delivery Manager

Time Tracking

- Depart Kitchen _____
- Arrive Site _____
- Arrive Space _____
- Set Up Complete _____
- Depart Site _____
- Arrive Kitchen - Next Delivery _____



Kitchen Expo



Kitchen Green Hihlighter



Before: Chaos and Hunting



Adjustable Dividers

After: Organized

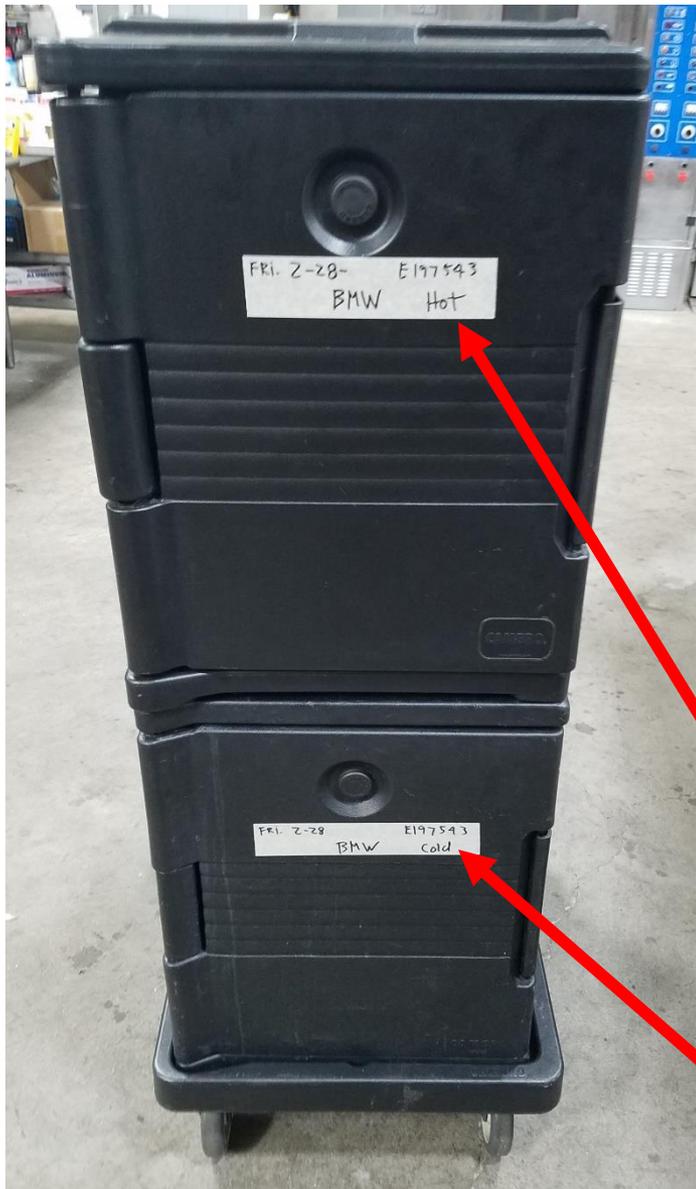
Clear Clips with Dry Erase Tape

Dry Erase Markers



SUN 506 1 2/4

That's Not Right...



Label Transport Containers



Hot

Cold



Label All Containers



Label For Contents And Quantity



Label: Contents & Quantity



Label Multiples: "1/3, 2/3, 3/3"

Labeling & Packing



Package to protect delicates



Annapolis Graduation Story Advice

Conclusion

Questions

Request Updates

tablewizard1@gmail.com

562-595-2801